



**PROJECT REPORT FORM**  
**DATE \_\_\_\_\_ / CYCLE \_\_\_\_\_**

**PROJECT NAME:** \_\_\_\_\_

**SPONSOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**ADULT CONTACT:** \_\_\_\_\_

**TOTAL NUMBER OF VOLUNTEERS:** \_\_\_\_\_ **YOUTH** \_\_\_\_\_ **ADULTS**

**NAMES OF ANY OTHER AGENCIES OR ORGANIZATION(S) THAT WERE INVOLVED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE DESCRIBE THE SERVICE(S) YOU PROVIDED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOW DID YOUR PROJECT REDUCE POLLUTION, CONSERVE NATURAL RESOURCES, OR SAVE ENERGY? CALCULATE ENVIRONMENTAL AND COMMUNITY IMPACT.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHAT DID YOUR GROUP LEARN FROM THIS PROJECT (VOLUNTEER OUTCOMES)?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHEN DID YOUR PROJECT BEGIN?** \_\_\_\_\_ **END?** \_\_\_\_\_

**DID YOU HAVE ENOUGH TIME?** YES \_\_\_\_\_ NO \_\_\_\_\_

IS THIS AN ONGOING PROJECT? YES \_\_\_\_\_ NO \_\_\_\_\_

WHAT GROUP WILL HELP TO CONTINUE THIS PROJECT? \_\_\_\_\_

WHAT ROADBLOCKS OR OBSTACLES DID YOU FACE WHILE COMPLETING YOUR PROJECT? WHAT ADJUSTMENTS DID YOU MAKE?

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DID YOUR PROJECT RECEIVE FINANCIAL OR OTHER KINDS OF SUPPORT FROM OTHER ORGANIZATIONS OR FUNDERS? IF YES, PLEASE EXPLAIN.

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WHAT TYPES OF PUBLICITY DID YOUR PROJECT RECEIVE?

(Newspaper, Newsletters, TV, Radio, etc. Please provide links for online publicity and attach copies of any print clippings.)

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WHAT TOOLS DID YOUR GROUP USE TO MEASURE THE SUCCESS OF YOUR PROJECT? (e.g. surveys, interview, journals, photos, group scales, person and/or group reflection)

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PLEASE TELL US SOMETHING INTERESTING, MEANINGFUL, TOUCHING, FUNNY OR SURPRISING THAT HAPPENED DURING YOUR PROJECT.

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THE CARMEL GREEN TEEN MICRO-GRANT PROGRAM WOULD APPRECIATE ANY PHOTOS, NEWS CLIPPINGS, T-SHIRT OR OTHER SAMPLE ITEMS FROM YOUR PROJECT. PLEASE SEND TO [ADMIN@CARMELGREENTEN.ORG](mailto:ADMIN@CARMELGREENTEN.ORG) OR MAIL TO:

Carmel Green Teen Micro-Grant Program, 13810 Laredo Drive, Carmel Indiana 46032

**Thank you for helping make Carmel a greener community!**



**REPORT OF CASH EXPENDITURES**

Project Name: \_\_\_\_\_ Cycle \_\_\_\_\_

Project Began: \_\_\_\_\_ Ended: \_\_\_\_\_

	Your Beginning Balance Was (from approved budget)	Amount You Spent (see expenditure log)	Amount You Have Left
<b>TOTAL OPERATIONAL COST</b>	\$ _____		
<b>TOTAL TRANSPORTATION COST</b>	\$ _____		
<b>TOTAL PROMOTIONAL COST</b>	\$ _____		
<b>TOTAL COST</b>	\$ _____		

**\*\* UNSPENT FUNDS MUST BE RETURNED TO  
THE CARMEL GREEN TEEN MICRO-GRANT PROGRAM  
PLEASE LIST YOUR MAIN PROJECT EXPENSES OR ATTACH EXPENDITURE LOG:**

_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____

(Continue on back if necessary)

Report Completed By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Thank You!**



**EXPENDITURE LOG (FOR YOUR PERSONAL USE)**

Project Title \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Dates of Project Activities \_\_\_\_\_ to \_\_\_\_\_

**OPERATIONAL COSTS**

Purchase Date	Item Purchased	Place of Purchase	Purchased by (Name)	Total Cost	Receipt Attached
<b>OPERATIONAL TOTAL:</b>					

**TRANSPORTATION COSTS**

<b>TRANSPORTATION TOTAL:</b>					

**PROMOTIONAL COSTS**

<b>PROMOTIONAL TOTAL:</b>					

**OPERATIONAL TOTAL + TRANSPORTATION TOTAL + PROMOTIONAL TOTAL =**

\$

(Please enter totals on Report of Cash Expenditures in "Amount You Spent" column.)