



The Preservation Trust of Vermont

Preservation Trust of Vermont  
 104 Church Street  
 Burlington, VT 05401  
 802-658-6647  
 www.ptvermont.org

## Community Forestry Project

### REPORTING PROCEDURES

Grantees are required to complete the following.

- Final report
- Follow-up photographs on a yearly basis for three years.
- Please see below as example. The table should be used, replacing the information to reflect your specific project.

This report shall include the following:

1. Written overview of project outcome.
2. Written list of expenditures, including match, comparing proposed budget outlined in grant application to actual expenditures. See sample below.
3. The names, dates, hours worked, and services provided from in-kind volunteer municipal personnel.

Cost Category	Grant Proposal				Grant Actual			
	Grant	Cash	In-kind	Total	Grant	Cash	In-kind	Total
<b>Personnel</b>								
<u>Professional:</u>								
• Landscape contractor	\$1,000			\$1,000	\$1,000	\$ 125		\$1,125
• Public works employee, site preparation. \$25/hr			\$ 750	\$ 750			\$ 750	\$ 750
<u>Volunteers: Tree planting</u>								
• Adults: \$15/hour			\$ 750	\$ 750			\$ 600	\$ 600
• Youth: \$8/ hour			\$ 160	\$ 160			\$ 512	\$ 512
<b>Supplies</b>								
Mulch, Gator Bags, Stakes,	\$ 250	\$ 250		\$ 500	\$250	\$ 300		\$ 550
<b>Plant Material</b>								
Seven 2 ½ " Red Oaks	\$1,250	\$ 750		\$2,000	\$1,250	\$ 810		\$2,060
<b>Miscellaneous</b>								
<b>Total</b>	<b>\$2,500</b>	<b>\$1,000</b>	<b>\$1,660</b>	<b>\$5,160</b>	<b>\$2,500</b>	<b>\$1,235</b>	<b>\$ 1,862</b>	<b>\$5,597</b>

### Value of in-kind contributions

- Adult volunteers - \$15/hour
- Youth volunteers up to 16 - \$8 hour
- Donated professional services – use customary rates for services provided
- Donations of materials – use customary retail rates
- Personnel/staff – use hourly wage rates (may also include fringe benefits)
- Equipment – use established rates per hour, per mile, etc.