MAITC Grant Final Report Requirements

Due June 1st

Please E-mail final reports to maitc@maine.gov

Please include in the subject line the name of the school or organization and grant year. (Do not send more than 3 pictures in 1 e-mail or the file will not pass through state security systems.) If you do not receive a confirmation e-mail within 2 business days please contact the office at 207.287.5522 voice message available 24 hours.

General Ag Awareness $1,000 & $3,000 Categories
- Short written report of up to 2 pages including outcomes, assessment results, and **numbers of students, teachers and volunteers involved**,
- 2 – 6 photographs <u>with releases for printed and online use</u>,
- A copy of materials developed if applicable,
- Copies or records of any media coverage.

Ag Leadership
- Short written report up to 2 pages including outcomes, assessment results, and **numbers of students, teachers and volunteers involved**. (In lieu of the written report students may present to a Maine Agricultural Organization meeting or conference of their choice regarding the purpose, funding, and results of their project. An e-mail from the grant recipient to MAITC should confirm the presentation is scheduled before June 1, 2016).
- 2 – 6 photographs with releases for printed and online use,
- A copy of materials developed if applicable,
- Copies or records of any media coverage.

School Garden & Greenhouse

All School Garden and Greenhouse grants are required to present or exhibit at Maine School Garden Day in May. (Mileage will be reimbursed and registration fees waived) as well as submit a short final report before they will be considered for additional grant review.

Report will include:
- Short e-mail with numbers of students, teachers and volunteers involved, and duration,
- 2 – 6 photographs with releases for printed and online use,
- Copies or records of any media coverage,

If any project is not completed on time, Project Directors may request one extension of up to 1-year, prior to the final report deadline!

<u>Applicants that do not submit a final report for funding will not be eligible for future funding from this program!</u>