



Illinois Schoolyard Habitat

ACTION GRANT PROGRAM

FINAL REPORT

Must be postmarked by November 30, 2022.

Name: _____ Grant Number: _____

School or Organization: _____

Address: _____

City: _____ County: _____

Phone Number: _____ Grade(s): _____

Email Address: _____

Principal's or Administrator's Name: _____

Principal's or Administrator's Email Address: _____

**Please submit items one through four with this report form.
Other important information is provided in items five through eight.**

1. Assessment

Submit up to two typed pages containing the following information:

- description of the project;
- how the habitat area was incorporated into the school or organization curriculum;
- activities undertaken by students through all phases of the project;
- how funds were expended.

2. A Sample of Student Activities/Lessons Conducted at the Site

3. A Copy of any Articles or Other Publicity Given to the Site

4. Photographic Images

You must submit some photos showing the students as they develop and study the habitat site to verify that students did participate in the project. Please also include some images showing the site as it looked before, during and after implementation of the project and do not include people in these photos. Please send the images in digital format. You can email them to dnr.teachkids@illinois.gov or store them on a CD or USB drive and send them with your Final Report. If you email the photos, please indicate your name and the name of the school in your message(s). We cannot use photos that are printed on paper, so please do not send printed images.

Other Information

5. Acknowledgments

Please remember to include the Illinois Department of Natural Resources, the Jadel Youth Fund, the Daniel F. and Ada L. Rice Foundation and the Illinois Conservation Foundation as sponsors of this grant program in any publicity regarding the grant project.

6. Reimbursement

Your school district/organization will be reimbursed for **approved** purchases through this grant award. Only the items approved by the judges will be reimbursed. See your grant award letter for the items approved for purchase. Complete and submit a Payment Request Form. You must send a copy of your school's/organization's payment to the vendor (canceled check, zero-balance receipt, bank statement or other document showing payment in full) as well as a copy of the original invoice in order to be reimbursed. You may submit payment requests at any time. You can submit them individually or all at once. We encourage you to submit payment requests as soon as you have the paperwork from your purchases. If you submit them in advance of the Final Report, they do not need to be submitted again with the Final Report. If you have any questions at all about payments, please call 217-524-4126 or email dnr.teachkids@illinois.gov.

7. Submission

Send the completed Final Report Form and accompanying items to the following address by November 30, 2022.

Illinois Department of Natural Resources
Division of Education
One Natural Resources Way
Springfield, IL 62702-1271

8. "Thank You" Notes

The Jadel Youth Fund as well as the Daniel F. and Ada L. Rice Foundation have made the *Illinois Schoolyard Habitat Action Grants* possible by their generous donations and continuing support of this program. Please take a moment and write a "thank you" note to each of these organizations. Enclose the notes in your final report, and they will be forwarded to the appropriate organization. They will be very pleased to hear that their efforts are appreciated.



Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; 217/785-0067; TTY 217/782-9175.

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