



Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF)

Administered by the Rural Maryland Council and the Maryland Department of Agriculture

Grant Reporting Guidelines

Formatting Notes

1. Reports should be typed in 12-point font (Times New Roman, Calibri or similar) with one-inch margins on all sides.
2. Pages should be numbered and include number of pages in the report (for example, page 1 of 6)
3. Reports should be e-mailed to the following addresses:
 - rmc.mda@maryland.gov
 - Charlotte.Davis@maryland.gov

Cover Page

Please include a cover page for your report. This page should include:

1. Organization name and contact information (full address, including mailing address if different, telephone number, and website)
2. Type of report (interim or final)
3. Report date
4. Federal tax-exempt number. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
5. Period that this report covers

Report Narrative

Please include these items in your report narrative:

1. The dollar amount of this grant.
2. The funding period of this grant (as outlined on page one of the Grant Agreement).
3. Name, title, telephone number, and email address of CEO or executive director
4. Name, title, telephone number, and email address of contact person for this report (if different)
5. Signature of executive director or other authorizing official

The report narrative should tie back to the scope of work outlined in your original application and referenced in the Scope of Work and Deliverables ("Exhibit 1") listed in your Grant Agreement. It should also address the "Table of Goals and Measurable Objectives" outlined in your original application. An example of a previously submitted Table is provided below.

Goal	Measurable Objectives
Connect with X number of new individuals	Conducted three (3) community information sessions (give dates of number of individuals in attendance). How many have continued in the program?
Reduce attrition from program	No less than 85% attend at least 8 of 10 sessions
Achieve diverse participation in program	A minimum of 50% women, 25% minority Maryland demographics: 49% Male, 51% Female 76% White, 20% Black, 3% Hispanic, 1% Asian/Other
Establish new businesses in the region	3 new businesses per course, 6 total for year
Create new jobs in the region	6 new jobs per course, 12 total for year
Return on investment	1 new job per ≈ \$5,000.00 spent on program overall 1 new job per \$1,243.54 of MAERDAF funding

Answer these questions in your report.

1. What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
2. What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)?
3. Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?
4. As applicable, describe any plans for moving forward. What, if anything, will you do differently?
5. What are the organization’s two (2) most significant financial challenges and how are you planning to address them?

Financial Information and Attachments

Financial Information

As outlined in the grant agreement, interim and final reports shall include **original documentation or certification verifying all grant fund expenditures, to date**. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

For general support grants:

1. Organization budget as submitted in the original proposal and actuals for this period. Explain any significant variances
2. List the organization's largest funding sources during this period

For project support grants:

1. Organization and project budgets as submitted in the original proposal and actuals for this period. Explain any significant variances
2. List other funding sources and amounts received for this project during this period

Attachments

Feel free to include copies of press releases, articles, event announcements that demonstrate or support the information outlined in the report narrative.

Additionally, as outlined in the original Grant Agreement, interim and final reports should provide documentation to demonstrate the Grantee has acknowledged funding by the RMC. Refer to item number three Acknowledgement under the section titled General Provisions, which states in part, "...the Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement ..."

Other

Please call our offices at (410) 841-5772 with any questions or comments.