



## Waste Tire Grant Final Report Checklist

Please ensure the minimum requirements listed below are included in your final report. Feel free to provide any additional information regarding the grant project that the following items do not address.

At the beginning of your final report, list:

- Grantee Name
- Grant Fiscal Year
- Grant Amount Awarded
- Total Grant Amount Spent
- Match Amount Spent

In your final report, include the following:

### Written Narrative

- List the materials purchased with the grant funds and the cost of each item.
- Explain how the grant funds were used and describe the project that was completed.
- Discuss any installation or maintenance issues.
- Explain any reallocation requests approved by KDHE if any.
- Discuss the completed public education and outreach efforts regarding recycled tire products.

### Attachments

- Completed Affidavit of Expenditures including grantee signature.
- Invoices for all expenses being claimed. Quotes are not acceptable.
- Proof of Property Insurance (replacement NOT liability)
- Proof of outreach efforts (pictures of events, social media screenshots, news clippings, or videos)
  - If you post on social media, please tag Keep It Clean Kansas on [Facebook](#) and [Instagram](#) so we can share your projects.
- Pictures of the completed project – including one of the installed signs.
  - If you need a sign – please request one from Kimberly Butler, [Kimberly.D.Butler@ks.gov](mailto:Kimberly.D.Butler@ks.gov)
- Salary Back-up Documentation Table for staff salaries and volunteers (ONLY if you are claiming salaries as a match)
- Attach completed Certificate of Installation (for surfacing grants only)

Affidavit of Expenditures, Salary Back-up Documentation, and Certificate of Installation can be found at:  
[https://www.kdheks.gov/waste/forms\\_grants.html](https://www.kdheks.gov/waste/forms_grants.html)

To submit your final report, please scan and email to  
[KDHE.BWMGrant@ks.gov](mailto:KDHE.BWMGrant@ks.gov)