



Waste Tire Grant Final Report Checklist

Please make sure 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 is any.
- Discuss the completed public education and outreach efforts regarding the use of recycled tire products.

Attachments

- Completed Affidavit of Expenditures
- Invoices for all expenses being claimed
- 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 sign
 - If you need a sign – please request one from Jessica Ruiz, jessica.ruiz@ks.gov
- Salary Back-up Documentation Table for staff salaries and volunteers (ONLY if you are claiming salaries as 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

To submit your final report, please scan and email to jessica.ruiz@ks.gov