

Small Capacity Grants – Reporting

Minnesota Department of Natural Resources; Minnesota's Lake Superior Coastal Program

Updated: 12/01/2022

- *Submit reports to mlscp.dnr@state.mn.us within 30 days of grant contract agreement expiration.*

Reimbursement Request

Grantees should submit an agency generated invoice, for reimbursable expenses. The grantee should submit with supporting documentation (e.g., receipts).

If your organization does not have invoice generating software, you may use the [STAR Financial Reporting Form](#). There is a Financial Reporting Manual, with instructions for the form if necessary.

Summary report

Grantee should submit a written summary of the project with the following information. Summaries should be short and concise, a paragraph or a page is acceptable based on the activities.

- A sentence or two about the need for the project/training
- Brief description of work completed including:
 - Dates of activities
 - Number of participants, with description of who attended (i.e., private landowners, elected officials, fourth graders)
- Lessons learned, and how they will be applied to coastal management
- List any partners that the grantee worked with to achieve this accomplishment
- Match/leveraged funds: include amount and brief description, as well as source
- Extras
 - weblinks to media, online resources
 - photos
 - quotes from participants