

Onondaga Environmental Institute

102 West Division Street, 3rd Floor
Syracuse, New York 13204

Phone (315) 472-2150
Fax (315) 474-0537



Financial and Reporting Documentation for EPA Funded Grants

1) a short summary of your project

- a summary may include but is not limited to:
 - a timeline
 - a photo archive
 - a video documentation
 - scientific study overview
 - a written report/ journal of events that occurred in production of or as a result of a mini-grant

2) an itemized accounting of how the Mini-Grant money was spent

- acceptable financial documentation is limited to two different types of documentation that should total to the sum of the amount issued for the mini-grant
 - copies of invoices marked *paid* and an accompanying returned check
 - copies of receipts
- Please See “Guidelines for Submissions of Project Expenses” for methods of documenting labor and non-labor expenses and/or donations

3) a summary of what products or services were produced and how they were used

- acceptable summaries of products or summaries may include:
 - tables
 - spreadsheets
 - any other document produced regarding production of mini-grant results

4) copies of any printed materials and/ or other media produced

- printed materials and/or other media produced may include but is not limited to:
 - brochures
 - posters
 - tabloids
 - advertisements

- instruction manuals
- flyers
- informational sheets
- videos

5) photographs of project-related events and activities

- please note that any photos given to the OLCC could be used by the OLP or the OLCC in future newsletters or displays
 - photo archives via digital imaging
 - copies of photographs produced from a photo developer