



Project Close-Out Report
Neighborhood Small Grants Program
(NSGP)

This Project Close-Out Report is due when your project is complete and your grant funds have been spent — but no later than January 31, 2025, unless an extension has been granted in writing from the Office of Neighborhood Empowerment.

A. Organization Profile

Organization First Street Neighborhood Association

Project Name Butterfly Habitat

Project Coordinator Jane Doe

Phone (865) 555-1234 Email JaneDoe@FirstStreetNeighbors.com

Project Starting Date January 1, 2024 (*approximate date*)

Project Ending Date December 10, 2024 (*no later than December 31, 2025*)

B. Grant Expenditures

We used the following fiscal sponsor: East Tennessee Community Design Center

Our fiscal sponsor has disbursed all grant funds to us. YES X NO ___ Not Applicable ___

We have spent all of the grant funds. YES X NO ___

If the answer to either question is NO, please explain below.

C. Expenses

Please attach “Expenditures to Date” chart showing your final expenses, along with receipts.
If you filed a Mid-Project Report, this chart can pick up where the previous one left off.

D. Volunteer Hours

Attach the Volunteer Match Log(s) showing volunteer hours accumulated.
If you filed a Mid-Project Report, start where that log left off.

E. Matching Funds

Please fill out this report

Your Neighborhood Small Grant	\$ 3,000
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Matching Contributions

Type and Source	Value
Volunteer Labor : <i>This should be the value of all volunteer hours submitted on your Volunteer Logs</i>	
Total Volunteer Hours X \$15/hour	\$ 6,315
Cash Income (Other than NSGP or other City funds)	
	\$ 28
	\$
	\$
	\$
Donated Goods & Services (Per Donor)	
Jane Doe (plants)	\$ 325
City of Knoxville (mulch)	\$ 50
First Street Residents (equipment and tools)	\$ 182
	\$
	\$
	\$

Total Actual Matching Contributions	\$ 6,900
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The money you receive from the Neighborhood Small Grants Program must be matched on a dollar-for-dollar basis with the total value of volunteer labor, donated goods and services, and any non-City cash income dedicated to the funded project. **The total of your matching contributions must equal or exceed the amount requested from NSGP.**

F. Your Project

In bullet format, please provide a final report on your project. Please address each of these questions briefly. Feel free to use additional paper if needed.

1. Describe your project as it actually unfolded.
The first phase of the project focused on defining specific ways neighbors could become engaged in the project. The second phase involved the actual mobilization of neighbors to perform the necessary work, including: butterfly & plant research, garden bed design & layout, promotion & education, volunteer recruitment & supervision, procurement of construction materials, site preparation, physical garden bed construction, soil preparation, procurement of plants, transplanting & seeding, routine watering, weeding, and maintenance.
2. As a neighborhood group, what part(s) of this project are you most proud of?
The first (planning) phase of the project involved cognitive work performed by a relatively small number of individuals (~ 20). It included researching other butterfly habitat projects, garden bed designs, and recommended plants. The second (implementation) phase involved so many more people (~ 85) with seemingly far less intensity or pressure. While we were pleased with the neighborhood engagement and support during the planning phase, we are most proud of the way the neighbors pulled together in such a joyful way to perform the physical labor and coordination necessary to bring the project to fruition
3. What goals did you set for yourselves? Were these helpful to you and if so how?
At least 5 neighbors will plan the butterfly garden & habitat during year 1. (19)
At least 10 neighbors will work on the habitat site construction during year 1. (19)
At least 10 neighbors will work on planting activities during year 1. (48)
At least 15 neighbors will work on maintenance of the habitat during year 1. (8)
At least 4 "Butterfly Social" events will take place during year 1. (4)
At least 35 neighbors will attend at least one "Butterfly Social" event during year 1. (60)
At least 10 neighbors will "earn their wings" during year 1. (84)
At least 20 neighbors will contribute to the perPETual Garden Fund during year 1. (2)
At least 8 children will participate in a garden "tour" during year 1. (0)
FSNA will achieve a Butterfly Garden Certification by July, 2024. (Pending)

Having specific measurable goals was helpful for several reasons: (a) It continually reminded us that neighbor engagement (new and recurring) was our principle objective, (b) It helped us remain committed to executing the necessary steps to achieve our plan, (c) It helped us promote neighborhood pride by sharing our success in "quantitative" terms.
4. What obstacle did you encounter and overcome? (1) The most significant obstacle we encountered and overcame was the bedrock hidden beneath the surface of the ground in the areas where we planned to place the six constructed garden beds. Opting not to submit a purchase request for explosive ordinance, we made slight modifications to the design and location of the beds. (2) Although the recorded number of neighbors engaged in maintenance of the habitat was far fewer than the

stated goal, our maintenance needs were far less than we anticipated. This was primarily due to the generous amount of rainfall we received and very little weeding required during the first year. We have no doubt that if there had been more work to do, we would have had plenty of neighbors excited to help.

5. What obstacle proved insurmountable and how did you handle it? There were no obstacles that proved insurmountable for us.
6. What lesson(s) did you learn for your future projects and activities? **RECORD KEEPING** – We are very grateful that we maintained accurate records (sign-in sheets, etc.) related to the project. It provided a visible demonstration of our serious commitment to the project and contributed to an increased sense of pride and ownership among the neighbors. We will certainly continue this practice in the future, especially whenever we are implementing new projects.

GOAL SETTING – We are pleased to have exceeded most of our goals. We have learned, however, that while it is appropriate to discuss objectives that extend beyond the time frame of the grant period, we must be cautious about setting goals that can only be achieved beyond that period. For example, we created outlines and lesson plan materials to be used with our planned youth garden tours and workshops, but we determined these activities should be introduced after the plants and butterflies are more firmly established in the second or third year.

G. Feedback for the Office of Neighborhoods

How can the Neighborhood Small Grants Program be improved?
How can the experience of grant recipients be improved?
What additional help could you have used?

Overall, our neighborhood was able to navigate this process easily and the Office of Neighborhoods was very helpful throughout the process. A sample grant application could be helpful in the future so that other neighborhood organizations can understand the grant application and process better.

H. Authorization

I, the undersigned, am the duly authorized representative of the above-named organization, and confirm that the information contained in this Report, along with the attachments, is accurate.

_____	_____
Print Name	Title
_____	_____
Signature	Date

THANK YOU for taking your valuable time to fill out this report. Questions should be directed to Hayley Howard at 865-215-2113. Send this report by email to hhoward@knoxvilletn.gov or by postal mail to Office of Neighborhood Empowerment / Rm 546, City of Knoxville, P.O. Box 1631, Knoxville TN 37901.

Be sure to keep a copy of this report and all attachments for your records.