



University of Wisconsin Center for Agricultural Safety and Health Guidelines for County Farm Safety Grant Final Report

Final reports for County Farm Safety Grants should include the following information.

1. Report identification information.

- ◆ County
- ◆ Name of Lead Group
- ◆ Name, mailing address, and telephone and fax numbers of person completing the report
- ◆ Title of program(s)
- ◆ Number of participants reached
 - number of adults (age 19 and older)
 - number of youth (age 18 and under)

2. Identify key organizations, individuals and their responsibilities.

3. Identify any changes in objectives from the proposal. Explain why the objective was changed.

4. Describe major accomplishments of the program(s) toward meeting each objective.

5. Evaluation Results

Was the program effective in meeting the objectives of the program? What was the impact on participants? Are there any changes that you would make in conducting this educational program in the future?

Please attach a copy of any evaluation instruments (e.g., survey, questionnaire, comment form) developed for this grant.

6. Detailed Final Budget Accounting and Explanation

Complete a final budget form. Please be specific in how grant funds and matching funds were used. List specific items purchased. The total in the "Grant Amount" column must equal the amount of funding you received. The actual matching funds (including in-kind) needed to conduct the program(s) should be shown in the "County Matching Funds" columns. Remember that salaries/staff time cannot be used as matching funds.

7. Attachments

Please include copies of any materials developed or distributed using this grant money. Copies of publicity, news articles, or other media coverage are very welcome. If possible, submit 5-10 photos or slides. Please label all photos and slides with county identification, and they will be returned to the person completing this report.

Final Reports are due by **December 31** of the year for which the grant was awarded. Send Final Reports to:

UW Center for Agricultural Safety and Health
Attn: Hallie Kirschner
460 Henry Mall
Madison, WI 53706



**University of Wisconsin
Center for Agricultural Safety and Health
County Farm Safety Grant Budget Form
for the Year _____**

County/Countries: _____

Name of
Lead Group: _____

Budget Items	Grant Amount per Budget Item	County Matching Funds	
		Program Matching	In-kind Matching
Educational Resources (e.g., videotape, curriculum materials) _____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
Supplies and Small Equipment Items (e.g., cones for tractor driving courses) _____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
Consumable Supplies (e.g., handouts, paper, printing costs) _____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
Other _____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
TOTAL			