



National Grazing Lands Coalition (NatGLC) 2024 Conservation Education Grant Project Expectations/Deliverables

To ensure that the NatGLC funds being expended are providing the best educational benefit possible, the NatGLC committee would like the awardees to implement the following items as a part of their project:

1. Project coordinator must use the NatGLC logo on all posters, flyers, or promotional materials prior to the event. The NatGLC will provide the official logo to all awardees.
2. Project coordinator must contact the NatGLC Director of Operations and/or NatGLC Development Director, listed below, with workshop or tour dates (including flyers or advertisements with location and times) as soon as possible to allow committee members to be present at the event.
3. Project coordinator must provide a final agenda to the NatGLC Director of Operations and/or NatGLC Development Director, listed below, as soon as possible prior to the event.
4. Every project must have a participant sign-in sheet with name, email address, mailing address, and occupation.
5. Project coordinator must send follow-up "thank you" notes to all participants with contact information for further assistance.
6. Project coordinator must provide NatGLC with the opportunity for a 10-minute informational presentation and distribution of NatGLC educational materials during the event.
7. Project coordinator must distribute and collect a participant evaluation form, supplied by the NatGLC, during the event to gauge the effectiveness of the information presented. These evaluation forms must then be provided to the NatGLC committee.
8. Project coordinator must submit a final report to the NatGLC Director of Operations and/or NatGLC Development Director by November 3rd, 2024. The NatGLC will provide the final report form.

Please note that unless other arrangements have been made, failure to submit a final report, in-kind, and request for payment by November 3rd, 2024, may result in a forfeiture of grant funds.

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