**SPLASH! SCHOOL GRANT FINAL DOCUMENTATION AND REPORT**

The Final Documentation and Report are required from all grantees **by** **May 8, 2026**. Information on required documentation is outlined below. The Final Report begins on page two.

**Final Documentation Instructions**

1. Save this document to your computer and complete throughout your grant or after completion of your grant.
2. Upload the completed Final Documentation and Report to your Splash! grant application page, which can be accessed by logging into your account at [WaterMatters.org](https://www.swfwmd.state.fl.us/). Final documentation is due by **May 8**. Hard copy and faxed documents will not be accepted.
3. Paste photos on the last page of this document. Add additional pages if needed. You may also create a basic PowerPoint with photos and upload the PowerPoint to the dashboard as a separate document.

**Final Documentation Checklist**

Splash! grant recipients are required to submit each of the items listed below as part of their final documentation. All documentation is required to provide reimbursement to the school district for grant related expenditures.

* Submit the Final Report found on pages 2-6
* Submit a copy or readable photo of the pre-/posttest that was administered to students
* Submit photos or copies of student completed classwork done as part of the grant (Separate from the pre-/posttest already provided)
* Submit photos of the following if applicable to your grant activities:
	+ Students participating in grant-related classroom activities
	+ Students participating in field trip programming
	+ Students participating in a guest presentation/assembly
	+ Students participating in garden work
* Submit proof of payment for expenditures (May be submitted by grantee or school district. Grantees are responsible for confirming how proof of payment will be submitted.)

**FINAL REPORT**

**General Information**

Teacher’s name:

School name:

County:

Grant topic (1, 2, 3 or 4):

How many students were directly involved (only the students who took a pre-/posttest)?

How many teachers were directly involved?

How many students were indirectly involved?

How many teachers, parents and community members were indirectly involved?

**Pre- and Posttest Results**

**Please note: a sample of the pre-/posttest must be provided. Upload the pre-/posttest to your Splash! grant application page or paste a photo of it on page six.**

|  |  |
| --- | --- |
| **Average number of correct responses on pretest** (enter as a percentage)**:** |   |
| **Average number of correct responses on posttest** (enter as a percentage)**:** |   |
| **Average knowledge gain** (posttest minus pretest average)**:** |  |

**Funding**

1.What was the total spent on your grant?

2. If you didn’t spend the total amount approved for your grant, please explain which budget item(s) were not purchased. Did it result in a planned grant activity not occurring?

**Student Activity Log and Participation Hours**

Describe activities your students participated in as part of the grant. Include all field studies, assemblies and grant-related classroom activities. Supplemental classroom activities are a requirement for all grant types. Estimate the number of hours students received direct water-related education through this project. When possible, break this information into specific project components, lessons or activities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project component/activity**(Include all grant related activities or lessons both in and out of the classroom) | **Average hours per student** | **Number of student participants** | **Total hours**(Average hours per student multiplied by the number of students) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |

**Dates and locations of field studies** (if field studies were taken)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Location** | **Average hours per student** | **Number of student participants** | **Total hours**(Average hours per student multiplied by the number of students) |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |

**Teacher Participation Hours**

Estimate the number of hours each teacher directly involved with the grant spent on this project. Consider factors such as time spent applying for the grant, preparing class lessons, instructing students, attending field studies and grading assignments, etc.

|  |  |
| --- | --- |
| **Teacher name** | **Total hours** |
|   |  0 |
|   |  0 |
|   |  0 |
|   |  0 |
| **TOTAL** | **0** |

**Project Information**

**Parent and community involvement**

Describe parent and community involvement efforts (take home brochures, school events, etc.).

|  |
| --- |
| 1) |
| 2) |

**What were the most important things your students learned as a result of this project?**

|  |
| --- |
| 1) |
| 2) |

**Have your students demonstrated behavior changes that conserve or protect water resources? If so, please explain the behaviors changed.** (box expands as you type)

|  |
| --- |
|  |

**Were your original objectives of the project met?** (box expands as you type)

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| --- |
|  |

**Grant Program Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type X in the box to indicate your answer.** | **Disagree Strongly** | **Disagree Somewhat** | **Agree Somewhat** | **Agree Strongly** |
| The Grant templates established a good foundation for planning a high-quality educational project. |  |  |  |  |
| Comments on the above questions: |
| The application was easy to complete. (Disregard technical errors you may have encountered on the application).  |  |  |  |  |
| The grant selection method was fair.  |  |  |  |  |
| Through the course of my grant, I was able to incorporate the water-related key concepts from my selected Grant Topic(s). |  |  |  |  |
| Receiving this grant resulted in my teaching more hours of water resources than I would have had I not received the grant.  |  |  |  |  |
| If possible, estimate the number of additional hours you spent teaching water resources than you would have spent without receiving the grant. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I used at least one electronic resource or publication available from the SWFWMD during my grant. YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_ |
| The required final documentation was appropriate for the SWFWMD to verify my grant’s educational value. |  |  |  |  |
| Comments on the above questions: |
| The SWFWMD project manager was helpful when I had questions.  |  |  |  |  |
| I would like to receive SWFWMD’s education newsletter that includes information on water education resources and notices to participate in SWFWMD programs in the future. YES \_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_  |
| Does the SWFWMD have permission to use or share the photo images provided in future internal and external communications? YES \_\_\_\_\_\_ NO\_\_\_\_\_\_ |

**Please provide any additional suggestions to make the program more useful and effective.**

Box expands as you type

|  |
| --- |
|  |

**ADDITIONAL DOCUMENTATION**

**All grantees must provide the below documentation in addition to the Final Report. You may add pages to this document or create a basic PowerPoint that include the below items or upload each document to your grant application page.**

* **Pre-/Posttest Sample –** A copy or readable photo of the pre-/posttest that was administered to students
* **Student Completed Classwork –** Photos or copies of student completed classwork done as part of the grant (Separate from the pre-/posttest already provided)
* **Activity Photos –** At least one photo of each of the following must be provided as applicable to your grant activities:
	+ Students participating in grant-related classroom activities
	+ Students participating in field trip programming
	+ Students participating in a guest presentation/assembly
	+ Students participating in garden work
* **Proof of Payment –** Submit proof of payment for all grant expenditures, such as receipts, paid invoices, or order forms. (May be submitted by grantee or school district. Grantees are responsible for confirming how proof of payment will be submitted.)