# *Thank you for your commitment to green initiatives at the University of Illinois. One of the final steps in completing the terms of the funding agreement for your project is the submission of a Final Report with key information about your project. You will also need to submit a detailed report of expenses (if you don't list it within this document) as well as supporting photos to showcase your project.*

# *Please be as accurate as possible in describing the project (including possible setbacks or challenges in meeting the initial goals of the project). Not fully meeting your project's goals will not disqualify you from making future funding requests as long as your reports are as complete and accurate as possible. If you have any questions, please contact the Student Sustainability Committee, at* [*sustainability-committee@illinois.edu*](mailto:sustainability-committee@illinois.edu)*.*

**Project Name:** Project Name

**Date of Report Submission:** Please select the date of submission for this report.

**Project Purpose:**

Please explain in brief the original purpose and goals of this project.

**Project Summary:**

Please summarize the project development process and how it met the goals established in your application.

**Summary of Project Expenditures:**

Please provide a summary of the project cost. Please also attach a spreadsheet with a detailed accounting of costs.

**Problems/Challenges Encountered**

Please summarize your project’s progress in relation to the milestones and target dates listed in your original application.

**Problems/Challenges Encountered**

Please describe any challenges or setbacks that may have impacted your project and how they were addressed

**Student Involvement and Outreach to Date:**

How were students been involved in your project?

**Marketing and Promotion Efforts to Date:**

What marketing and promotion efforts have you conducted so far?

**Additional Comments:**

Any additional comments/relevant information for this report

In addition to the above fields, please provide a detailed accounting of how the funding was spent as well as pictures of the final project in an email to [sustainability-committee@illinois.edu](mailto:sustainability-committee@illinois.edu). Thank you again for your commitment to sustainability.