



SUSTAINABLE JERSEY GRANTS PROGRAM



Reporting Deadlines for Sustainable Jersey for Schools Grants

YEAR	FUNDER	GRANT AMOUNT	INTERIM REPORT	FINAL REPORT
2021	PSEG Foundation	\$2,000	N/A	Due 11/1/22
		\$10,000	Due 9/15/22	Due 5/1/23
	NJEA	\$2,000	N/A	Due 3/31/23
		\$10,000	Due 2/6/23	Due 9/29/23
2022	PSEG Foundation	\$2,000	N/A	Due 7/31/23
		\$10,000	Due 4/28/23	Due 4/30/24
	NJEA	\$2,000	N/A	Due 4/30/24
		\$10,000	Due 1/7/24	Due 9/30/24
2023	PSEG Foundation	\$2,000	N/A	Due 5/31/24
		\$10,000	Due 2/28/24	Due 11/29/24

Grant Terms and Conditions

Reporting deadlines for your specific grant were sent to all contacts on the grant application following the award ceremony in the form of an attachment labeled Terms and Conditions. **Links to reporting forms will also be emailed to the grant's primary contact a month before reports are due.**

If you are unable to locate this document and need to identify the reporting deadlines for your grant, you can use the chart above. Each entry in the "Funder" column includes a link to that cycle's corresponding media release. For example, in the row labeled "2021 NJEA," the available link will direct you to the media release for the 2021 grant awards funded by NJEA. The media release will include the names of all grantees. Once you have located your grant by reviewing the media releases and identifying which one is affiliated with your grant, you can use the above chart to determine your grant reporting deadlines.

Large Grant Recipients

Note that only recipients of large grants (\$10,000 awards or larger) are required to complete an interim report.

Grant awards of \$10,000 received half of the funds upfront and will be reimbursed for the remainder of the grant following the submission, and approval, of the final report. Grantees are expected to cover the second half of costs until reimbursement. Final payment amounts cannot exceed half of the grant amount and will be determined based on the submitted financial documentation.

Unused Funds

Grants can be closed out at a lower amount than the grant award, but grantees can also use leftover funding towards another sustainability or green team initiative upon approval of a project modification. If a grantee's project is complete, but there are leftover funds, we encourage them to consider waiting to submit a final report until they are able to spend down the remaining funds. Otherwise, these funds will be forfeited upon closure of the grant.