

Garden Grant Reporting Template

Sheet 1: Budget & Expense Tracking

[illegible]

Sheet 2: Participant Harvest Data

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

Paste

Clipboard

Font

Font

Alignment

Alignment

Number

Number

Styles

Styles

Cells

Cells

Editing

Editing

Sensitivity

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Add-ins

Add-ins

Analyze Data

Analyze Data

AG72

AG72

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| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | <div><div><div><div><div></div><div></div><div></div></div><div><div>GROW</div><div>APPALACHIA</div><div>BEREA COLLEGE</div></div></div><div><div>Report One</div><div>(Fill in the white cells only)</div></div></div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

BudgetParticipant InfoHarvest FiguresEmployment & WorkshopsProduce SoldExternal Resources

ReadyAccessibility: Investigate

Sheet 3: Participant Information

[illegible]

Sheet 4: Employment & Workshop Information

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

Paste

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Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

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Sort & Filter

Find & Select

Sensitivity

Add-ins

Analyze Data

Create PDF and Share link

Create PDF and Share link via

Comments


I15

| | | | | | | | | | | | | | | | | | | | | | | | |
|----|---|---|----------------------|------------|----------|---------|---------|---------|---------|-------------|---|-------|--|----------------------|-------------------------|--------------------------|---|---|------------------------|---|-------|---|--|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | T | U | V | W | |
| 1 | | <div><div><div><div></div><div>GROW</div><div>APPALACHIA</div></div><div>Berea College</div></div><div>Employment</div></div> | | | | | | | | | | | <div><div><div><div></div><div>GROW</div><div>APPALACHIA</div></div><div>Berea College</div></div><div>Workshops</div></div> | | | | | | | | | | |
| 2 | | POSITION DESCRIPTION | | | | | | | | | | Total | | WORKSHOP DESCRIPTION | | | | | WORKSHOP ATTENDEES (#) | | Total | | |
| 3 | | Position Title | Last Name/First Name | Core Staff | Contract | Nov-Mar | Apr-May | Jun-Jul | Aug-Oct | Total Hours | | DATE | TOPIC/THEME | LEADER (NAME) | ADULT (18 YRS OR OLDER) | YOUTH (UNDER 18 YRS OLD) | | | | | | | |
| 4 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 5 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 6 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 7 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
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| 9 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 10 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 11 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 12 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 13 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 14 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 15 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 16 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 17 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 18 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 19 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 20 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 21 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 22 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 23 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 24 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 25 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 26 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 27 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 28 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 29 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 30 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 31 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 32 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 33 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 34 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 35 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 36 | | | | | | | | | | 0 | | | | | | | 0 | | | | | | |
| 37 | | TOTAL HOURS WORKED | | | | | | | | | | 0 | | Total | | | | | 0 | | | | |




BudgetParticipant InfoHarvest FiguresEmployment & WorkshopsProduce SoldExternal Resources

ReadyAccessibility: Investigate

Sheet 5: Participant Produce Sales

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | |
|-------|---|--|------------------|-----------------|------------------------|--------|----------|--------------|--------|--------------------|------|------|--------|--------|------|------|---|--|
| 1 | | <div><div><div>BEREA COLLEGE</div></div><div>PRODUCE SOLD</div></div> | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | |
| 6 | | Participant Number (no names) | Amount Sold (\$) | | | | | | | | | | | TOTALS | | | | |
| 7 | | | Report 1 | Report 2 | | | Report 3 | | | Report 4 | | | | | | | | |
| 8 | | | Nov-Mar | April | May | Totals | June | July | Totals | Aug | Sept | Oct | Totals | | | | | |
| 9 | | 1 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 10 | | 2 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 11 | | 3 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 12 | | 4 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 13 | | 5 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 14 | | 6 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 15 | | 7 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 16 | | 8 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 17 | | 9 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 18 | | 10 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 19 | | 11 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 20 | | 12 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 21 | | 13 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 22 | | 14 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 23 | | 15 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 24 | | 16 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 25 | | 17 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 26 | | 18 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 27 | | 19 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 28 | | TOTAL AMOUNT SOLD | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 29 | | | | | | | | | | | | | | | | | | |
| | | Budget | Participant Info | Harvest Figures | Employment & Workshops | | | Produce Sold | | External Resources | | | | | | | | |
| Ready | | Accessibility: Investigate | | | | | | | | | | | | | | | | |

Sheet 6: External Resources

| | | | | | | | | | | | | |
|----|--|-------|--------------------------------|-----------------------------|---|---|--|--------------|---------------------|---|---|---|
| | B | C | D | E | F | G | H | I | J | K | L | M |
| 2 | <div><div>1. Site Generated Revenue is any income towards your individual site that does not include the sale of produce. Examples include plant sales, fundraisers, grants, CSA subscriptions (if your site has one), website or shop sales, sale of value-added products, etc. *Sales= how much income was generated after costs. *Expenses associated with SGR= your costs attributed to the SGR activity *Amount generated= Your sales minus expenses</div></div> | | | | | | <div><div>2. Leveraged Resources Leveraged resources are quantifiable resources that have been procured through the use of Grow Appalachia funds. Examples include volunteer hours, in-kind donations, donated workshop space, use of organization's vehicle, etc. YOUR OWN meeting spaces and facilities are not to be included! Please ask if you are unsure.</div></div> | | | | | |
| 10 | Income Source | Sales | Expenses Associated with SGR | Amount Generated (Gross \$) | | | Organization/Person | Item/Service | Monetary Equivalent | | | |
| 11 | | \$0 | | \$ - | | | | | \$ - | | | |
| 12 | | \$0 | | \$ - | | | | | | | | |
| 13 | | \$0 | | \$ - | | | | | | | | |
| 14 | | \$0 | | \$ - | | | | | | | | |
| 15 | | \$0 | | \$ - | | | | | | | | |
| 16 | | \$0 | | \$ - | | | | | | | | |
| 17 | | \$0 | | \$ - | | | | | | | | |
| 18 | | \$0 | | \$ - | | | | | | | | |
| 19 | | \$0 | | \$ - | | | | | | | | |
| 20 | | \$0 | | \$ - | | | | | | | | |
| 21 | | \$0 | | \$ - | | | | | | | | |
| 22 | | \$0 | | \$ - | | | | | | | | |
| 23 | | \$0 | | \$ - | | | | | | | | |
| 24 | | \$0 | | \$ - | | | | | | | | |
| 25 | | \$0 | | \$ - | | | | | \$ - | | | |
| 26 | | \$0 | | \$ - | | | | | \$ - | | | |
| 27 | | | TOTAL AMOUNT GENERATED (GROSS) | \$ - | | | TOTAL AMOUNT LEVERAGED | | \$ - | | | |
| 30 | <div><div>3. Community Partners</div></div> | | | | | | | | | | | |
| 35 | Organization | City | County | Type of Involvement | | | | | | | | |
| 36 | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | |
| 38 | | | | | | | | | | | | |
| 39 | | | | | | | | | | | | |
| 40 | | | | | | | | | | | | |
| 41 | | | | | | | | | | | | |

BudgetParticipant InfoHarvest FiguresEmployment & WorkshopsProduce SoldExternal Resources

Ready Accessibility: Investigate