

Community Engagement Mini Grant Program

Final Report Narrative Questions

www.cbtrust.org / 410-974-2941

Complete the final report narrative questions below. After completing your narrative questions, save this document on your computer and then submit the document via your Chesapeake Bay Trust Online System account. You can access your account using this link https://www.GrantRequest.com/SID_1520.

1. Awardee Information

Organization Name: Town of Middletown

Project Leader: Cynthia Unangst

Award Number: 23261

Date: September 24, 2024

2. Project summary

a. Describe the program and results achieved. *The program objective was to educate the public about the Wye Oak offspring in town from the beloved Maryland Wye Oak which was a 400-plus year-old champion tree that grew up on the Eastern Shore in Talbot County. Through an educational 'Green Talk' and a gathering to unveil the plaque at the base of the Wye Oak, we were able to achieve the objective of educating the public about this tree. Additionally, information on the Town website, Green Team website, town Facebook page, Green Team Facebook page, and visits by residents to the plaque will further inform the public about this important natural resource.*

b. Describe any public involvement in the project that has occurred, including the specific roles of volunteers in project activities. *Three members of the Green Team were immensely helpful with this project. One member took upon the task of drafting the brochure, getting quotes for the printing of the brochure, and then having the brochure printed. Another member helped with the proofing of the brochure. Another member who is a professional photographer was chosen to take the photos of the tree and the plaque unveiling event. Members of the public attended both the 'Green Talk' event and the unveiling event.*

c. In light of the Trust's commitment to the advancement of diversity in its grantmaking, please provide demographic information regarding the community or population benefiting from or served by the project and the demographic information regarding the project participants. *The Town has always collaborated with all residents on educational projects as they benefit the community as a whole. However, the population of Middletown is 90+% white. Over the past decade, the Black population percentage has remained steady, although the Asian and Hispanic populations have seen an increase. All the project participants were white.*

d. Describe how the population and/or the community were involved in the planning, development, and implementation of the proposed project. *The project involved the Town staff and members of the Town's Sustainability Committee. We reached out to high school students to attend the plaque unveiling event and partnered with the Middletown branch of the Frederick County Library for the Green Talk event.*

e. Describe how the project complemented other water quality related environmental activities in your community. *The project did not necessarily complement any water quality related environmental activities in our community, but the Wye Oak offspring is planted next to a large rain garden that collects stormwater which then infiltrates into the soil which helps with water quality in the Town.*

f. Describe any outreach or educational activities (e.g. training, brochures, press releases, or public events) related to the project that has occurred. Please submit digital images, newsletter articles, or press clippings to supplement your written description. *A double-sided brochure was printed on quality paper to hand out at the Green Talk and the plaque unveiling events, and there are plenty left over to hand out at future town events like the upcoming Heritage Festival which draws thousands to our small town. There were 200 copies made of the brochure. An educational Green Talk was held on July 20th in which project leader, Cindy Unangst, spoke about the Wye Oak tree and its significance. She also spoke about the tree at the plaque unveiling event held on September 18th.*

3. Assessment and Results (only applicable to water quality monitoring projects)

a. Describe project assessment activities including any monitoring and maintenance that has taken place during the reporting period and/or procedures. Please submit examples of results from project assessment activities with this report.

4. Project evaluation and lessons learned

a. Discuss the project's goal(s) and evaluation(s). Include how the project measured success to meet the goal(s) and to report the outcome(s) as project deliverables. *The*

goal was to educate the public about the Town's Wye Oak offspring planted almost 20 years ago. During both the Green Talk event and the plaque unveiling event, the participants were asked questions related to the Wye Oak and oaks in general.

b. Discuss the greatest successes. *The greatest successes were in teaching participants about the Wye Oak and the differences between white oaks and red oaks.*

c. Discuss the greatest challenges, including the lessons learned, and potential roadblocks to future progress. *The greatest challenge was getting residents to participate in the events. Our hope is that the brochures, plaque and information on the websites and Facebook will continue to educate into the future.*

d. Based on the results of the project, how would you refine and improve your project or approach in the future? *I would determine a more realistic timeline and determine how to broaden our outreach approach.*

e. What advice would you give someone considering a similar project? *Give yourself enough time to ensure the timely delivery of the plaque.*

5. Transferability and sustainability

a. How will the results of your work be used by others? *The Sustainability Committee would like to raise additional awareness of the importance of trees in Middletown for their myriads of benefits, and this project was a good start to that educational endeavor.*

b. Was the project or will the project be transferred to other locations? *There could be additional trees in Middletown, such as a county champion cottonwood tree on the middle school campus that might benefit from a similar project.*

c. How will these efforts be sustained in the future? *The information on the websites will be maintained and updated in the future, and additional brochures can be printed.*

6. Final Project Deliverables

a. Provide all final products (e.g., educational documents, publications, pamphlets, etc.) and any other additional deliverables as outlined in your grant application and modified through any contingencies.

Budget Expenses: Submit your Expenses Worksheet of the Financial Management Spreadsheet used during the application phase in the online grant management system

to report expenses. Any unused funds must be refunded to the Trust. For the final report budget submission:

- Provide the required final report budget form spreadsheet that reflects the approved budget items.
- Provide a complete accounting of expenditures to date; if required in your award agreement please also include all invoices, receipts, and an accounting of personnel costs, such as copies of timesheets (if personnel time was used) and group all receipts, invoices, and copies of timesheets (if personnel time was used) by budget category type (e.g., supplies, contractual, travel, etc.) and number each item to correspond with specific budget line item expenditures reported.

Review the “Expenses Instructions” worksheet in the Financial Management Spreadsheet for details on how to submit your expenses. In addition, the Financial Management Spreadsheet webinar and additional templates/forms (e.g., timesheet template) and tutorials/guidance is available online at <https://cbtrust.org/forms-policies/>.

You are required to submit this report online. Directions for submitting online:

1. Sign into your account using this link https://www.GrantRequest.com/SID_1520 and the same username and password as when you applied.
2. Once signed in click on the Requirements tab.
3. If you do not see your requirement, use the dropdown on the right and in the middle of the page to shift between “Show: New” and “Show: In Progress”.
4. You should see below the yellow bar your Final Report link.
5. Click on the Final Report link and follow the instructions.
6. Once complete, click Submit & Review and make sure you have uploaded and entered all the necessary information.
7. If so, click Submit.

To confirm your requirement was successfully submitted use the dropdown to shift between “Show: In Progress” and “Show: Submitted Requirements”.

Photos: Feel free to upload photos, digital images, newsletter articles, or press clippings to supplement your written description. These supplemental files can be

uploaded into the section titled “additional attachments” located on your Chesapeake Bay Trust Online Grant System account.

DISCLAIMER: By submitting photos and videos in your final report, you are acknowledging ownership and copyright of the photos and videos submitted. The copyright will remain with the photographer; however, the Trust reserves the right to publish all items in publications, websites, advertising and promotional materials. You also confirm that you have written consent from all subjects in the photos/video submitted including if any subjects are minors under the age of eighteen.