



Warren County  
 Cultural & Heritage Affairs  
 8 Belvidere Ave., Oxford, NJ 07863 (908) 453-4381

**EDUCATOR MINI-GRANT FINAL REPORT 2026**

Please follow the directions and submit to **Gina Rosseland (grosseland@co.warren.nj.us)** **3-5 business days after expending funds or end of event/program/field trip/etc.** If you have any questions, please reach out **before** your final report is due. Three signatures (educator, building administrator, and business office director or equivalent) are now required for all mini-grants. Please submit your final report as one PDF file as file links are no longer accepted. By signing this document, you affirm that all information provided is accurate.

Final reports **are required** and included on the WCCHA report to the State.

Name of educator		Date of report	
School/School District & Address		Amount of award	\$
Educator email		Amount spent	\$
Signature of educator		Approved reallocation	\$
Signature of Building Administrator		Refunded to County of Warren	\$
Signature of Business Office Director or Equivalent		<b>Use by WCCHA:</b>	

*Please provide actual, not digital signatures.*

## **DIRECTIONS.**

Within **3-5 business days** following the expenditure of your grant funds and/or the completion of your grant-sponsored project/program/event, please provide the following:

1. **Short, typed written final summary** (1-2 pages). Please describe your completed grant-funded project/event/activity/program and/or other approved expenses on school letterhead. Include your name, email, and phone for the educator (faculty, staff or administrator) that applied.  
This cannot be the same summary submitted with your original request. In the final summary, describe what the funding was used for, how much was spent, if monies were left over, whether they were approved to be spent or returned to the county, etc.)
2. **Attendance form**—show who benefitted—students, adults (not an educator), educator (including faculty, staff, administrators), and other. (Please use actual, not estimated numbers.)
3. **Expenses**— reference this in your final summary (ex. Joe Smith, of ABC Company, held a workshop for the middle school students regarding theatrical lighting and stage presence on 7/1/26 and was paid \$250). -In addition, provide all paid invoices on letterhead of the business/artist/vendor/etc.
4. **Photographs**—2-3 photographs of the event/program (where grant funds were applied), item or supplies purchased with grant funds, etc. Please do not include faces of minors as these images may be used by WCCHA or the NJ State Council on the Arts and it is for student safety.

Please email all final reports to **Gina Rosseland** ([grosseland@co.warren.nj.us](mailto:grosseland@co.warren.nj.us))

All signed documents need to have an actual (not digital) signature.

If you have any questions, please reach out via email or phone.

***Please keep a copy of all documents for your records.***



## EDUCATOR MINI-GRANT FINAL REPORT PARTICIPATION ATTENDANCE (2026)

*This chart is a required for the final report for all educators who have received arts funding through the Educator Mini-Grant program through Warren County Cultural & Heritage Affairs for the current fiscal year. Please submit as part of your final report **within 3-5 business days** following expenditure of grant funds, field trip, workshop, etc.*

*Please type or print neatly in blue or black ink, no pencil.*

*Save as a PDF and email with the final report to Gina Rosseland (grosseland@co.warren.nj.us).*

<b>EDUCATOR</b>		<b>DATE</b>	
<b>SCHOOL &amp; DISTRICT</b>			
<b>ADDRESS</b>			
<b>EMAIL OF EDUCATOR</b>			

*For categories without a count, please write "0" (zero).*

PARTICIPANTS							
<b>Students (k-12)</b>		<b>Faculty/ Staff/ Administration</b>		<b>Other Adults</b>		<b>Paid Performers/ Artists/ Professionals</b>	
<b>TOTAL NUMBER OF PARTICIPANTS</b>							

*All information is required and will be used to comprise data for the WCCHA final report with the NJSCA.*

<b>SIGNATURE OF EDUCATOR (actual, not digital)</b>	
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*Updated 2/25/26*