Grant Report: INSTRUCTIONS

NOTE: To complete your report, please use the Grant Report Form, not this instructions document.

Project #: Use the HCTF project number identified in your Grant Agreement. Example: 0-123. In addition, copy the project # into the document header.

Project Name: The name should be exactly the same as the name used in your Grant Agreement.

1. GRANT INFORMATION

Grant Agreement Year: This is the fiscal year you of the grant agreement you are reporting on, even if you had a contract extension. Example: 2014-15. If you had a contract extension, this would still be 2014-15, since that is the year of the grant agreement, *not* 2014-16 (the timeframe over which the activities took place).

Conditional Grant Agreement (Contract) #: CAT_____. Example: CAT15-0-123

Year Status of this Grant. For multi-year projects, identify which year this report covers, out of the total planned years of the project. This should be consistent with what you identified in the proposal for this year's project. Example: Year 2 of 3. As above, this is the Year Status as compared to the proposal and grant agreement for this year; so, if you had a contract extension, it would still be Year 2 of 3, even though the activities may have taken place over more than one fiscal or calendar year.

Contract Extension: Identify if this project had an approved Contract Extension. As noted above, your project and report are still identified by the original Grant Agreement Year, even if the activities undertaken were extended into the following year. Please provide a brief explanation of why the contract extension was needed.

Project Change Request: Identify if this project had an approved Project Change Request. Please provide a brief explanation of what changed and why.

Project Leader: Name of project proponent / leader.

Organization: Project leader's organization or affiliation.

Contact Information: Provide an email address and phone number for the individual we can contact with any questions about this report.

Report Author: Name of person writing this report, if different from Project Leader.

Organization: Author's organization or affiliation.

2. EXECUTIVE SUMMARY OF THE PROJECT

Please keep concise; max 500 words.

Include 1 or 2 sentences about each:

- Project rationale – why are you doing this project;
- Purpose or goal including benefits to ecosystems or populations;
- Problems to be addressed and expected outcomes of this project;
- General methods and outcomes (how objectives will be met and how success will be measured);
- Accomplishments to date for a multi-year project.

The Executive Summary is important because it provides context for the report – the report should be a stand-alone document so a reader can understand what the project is about without having access to any other information on the project. Readers may include HCTF technical reviewers and Board members assessing project progress as part of reviewing proposal submissions for subsequent years. This section may also be used to assist HCTF in preparing articles on this project for newsletters, website, etc.

3. SUMMARY OF ACTIVITIES FOR THIS GRANT YEAR

Please keep concise; 150 words or less.

The Summary of activities for this grant year should highlight this **current year's work**:

- Project objectives and measures of success addressed this year;
- Brief summary of the current grant year accomplishments.

Much like the Executive summary, this section provides context for the report. Reviewers are looking for progress on the activities that were planned and completed in the year being reported.

4. ACTIVITIES COMPLETED

Referring to the "Objectives and Activities Summary" table in your approved proposal for this grant year, fill in the table provided using the same objective/activity numbers and one-line descriptions to identify each objective addressed.

For each objective, confirm the specific activities that were undertaken and completed or partially completed. If any activities were partially completed or not completed, please provide an explanation.

For example:

#	*Activities*	*Original Timeline*	*Completed/ Partially Completed/ Not Completed*	*Explanation*
Objective 1:				
1.1	*Conduct sampling at 10 study sites*	*Apr – May*	*Partially completed*	*Vegetation sampling done, amphibian sampling incomplete*
1.2	*Collar additional grizzly bears*	*May - June*	*incomplete*	*Collars did not arrive from supplier in time*
Objective 2:				
2.1	*Recruit landowners for riparian restoration*	*April-October*	*completed*	

5. MEASURES OF SUCCESS ACHIEVED

The outcome of each activity or deliverable should be measurable (i.e., performance indicators) to determine whether the activities undertaken have been successful and whether the objectives have been met. For each activity, report on the measures of success achieved in the table provided. Again refer to your proposal for the measures that were identified, but if additional measures have been identified, include these.

Note that quantitative measurements are preferred for describing results of enhancement activities.

For example:

#	Measures of Success	Achieved/ Partially Achieved/ Not Achieved	Explanation
Activity 1:			
	10 study sites sampled	*Partially achieved*	*Fires delayed access to study sites until past optimal amphibian sampling*
	3 new grizzly collars deployed	*Not achieved*	*Supplier delays*
Activity 2:			
2.1	*7 new properties with restoration plans*	*Achieved*	*Recruited 10 new landowners to become involved in project*

6. RESULTS AND DISCUSSION

Describe how the activities related to the objective(s) and the results of the activities in the above list (i.e., how they resolved or contributed to the resolution of the identified problem). If there are new activities added, please explain.

Were there any problems or unforeseen issues? How were these addressed? Explain how future activities will deal with them.

Indicate how the year's activities built on previous year's activities. Were your objectives for the year met, and how does this relate to the overall objective of your project?

Note regarding the submission of a technical report or peer-reviewed article: If your project has produced an annual technical report or journal article, you may attach that here in lieu of detailing results for that component of the project. However, you **must still complete this section (Section 6) to provide a synopsis of your project's results for this grant year, and discuss the other relevant components of this section (challenges, future activities, contribution of this year to overall project objectives, etc.).**

7. COMMUNICATIONS/OUTREACH RESULTS

a. Project Outreach Activities

How were results of the project communicated to resource managers, community organizations, local governments, general public, etc.?
Briefly describe any public reaction to project objectives or activities. Include both positive and negative reactions.
List any publications (e.g. reports, brochures, pamphlets) that resulted from the project. Provide one copy to HCTF or a link to an on-line copy. Provide copies/links for press clippings, if available.

b. Communicating about HCTF

Describe how HCTF was acknowledged in the extension activities above. Identify any other opportunities this project provided to increase HCTF's profile in your region.

c. Communicating to HCTF about Your Project

This is an opportunity to "tell the story" about your project and to reach general non-technical audiences through HCTF's communication program. Check the HCTF website for example stories about projects we fund. Summarize what your project is about and what you accomplished this year (maximum 250 words) – this should not just be a repeat of your executive summary.

8. LITERATURE CITED

List any literature cited in this report. Avoid an exhaustive list of references that is not directly related to the activities carried out in this Grant year.

9. PHOTOGRAPHIC RECORD

Each report should include original, high quality photos (digital images are preferred; otherwise slides or prints and negatives) of any fieldwork components of your project. Digital photos must be at least 5-megapixel quality.

Particularly useful are "before and after" photos of habitat that is being enhanced. In addition, high quality photos depicting fish and wildlife in associated habitats are being sought for inclusion in HCTF Project Reviews and on the website. Project leaders are encouraged to keep this in mind when photographing their projects.

Note, all submitted photo images are to be made available free of charge to HCTF for the non-exclusive use in promoting HCTF.

10. FINANCIAL REPORT

Fill in all project expenditures in the appropriate section. The Financial Report has been designed to mirror the format of the budget section in your proposal as much as possible, for easy comparison of what was budgeted vs. what was spent – so, **it is important to review the project budget in your approved proposal.** If you received an approved Contract Extension and a current year contract for the same project, please ensure that you report the finances as they relate to each contract separately. At this time, there are no calculated fields in the report template. You will have to do all the arithmetic yourself, so please check this section carefully!

At the end of Section D (HCTF Expenditure Summary) there is a text field for "Additional Comments on Project Costs." Use this comment field to explain any significant variances between what was budgeted in this year's proposal and actual expenditures that you have documented in this Financial Report.

Similarly, at the end of Section E (Other Funding Partners) there is a text field for Additional Comments on Partner Funding." Where you can explain any variances between what you had requested from partners as identified in the proposal, and what you actually received or have had confirmed.

If you have questions on any part of the financial reporting, please refer to the Proposal Writing Guidelines for additional guidance on specific budget lines, or contact the HCTF Finance Officer.

Final Invoice: Ensure the final invoice submitted balances to the total amount spent in the Financial Report. HCTF reviews the Grant Report and final invoice together. Final payment will be delayed until both documents have been received and approved, so **it is important to attach both the Grant Report and the Final Invoice when submitting to reporting@hctf.ca.**