Seed Grant Report: INSTRUCTIONS

NOTE: To complete your report, please use the Seed 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 of your report. Example: 2014-15

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

Contract Extension: Identify if this project is a Contract Extension that was approved by HCTF. Note that 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 (i.e. 2-3 sentences) for why the contract extension was needed.

Project Change Request: Identify if this project had a Project Change Request that was approved by HCTF. Please provide a brief explanation (i.e. 2-3 sentences) for what the Project Change Request was for.

Project Leader: Name of project proponent / leader.

Organization: Project leader's organization or affiliation.

Contact Information: If HCTF has any questions about this report, provide an email address and phone number of the individual we can contact.

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

Organization: Author's organization or affiliation.

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2. SEED PROJECT ACTIVITIES COMPLETED

Referring to the "Objectives and Activities" described in your approved seed proposal for this grant year, provide a summary list of the specific activities that were undertaken and completed or partially completed (i.e. *What did you do with the seed grant funds?*).

3. RESULTS AND DISCUSSION

This section should describe what you learned, how the seed grant contributed to further development of your project idea or the resolution of the identified problem, and if a full Enhancement & Restoration proposal was submitted as a result of this seed grant.

3.1 In this section, you should:

- describe the results of the completed or partially complete seed grant activities;
- explain how your activities related to the overall project objective(s)—the conservation issue you are trying to resolve;
- describe any problems or unforeseen issues, and how these were addressed;
- explain any incomplete activities or project changes in more detail.

3.2 In this section, you should describe how the Enhancement and Restoration (E&R) Seed Grant contributed to developing your project idea and lead to a full HCTF proposal or if a full application will be submitted this coming November. If not, explain why not

4. COMMUNICATIONS/OUTREACH RESULTS

Communicating 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.

5. 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 seed grant year.

6. PHOTOGRAPHIC RECORD

While not all seed grants involve field work, we encourage all projects to submit photos of project activities. Include original, high quality photos (digital images are preferred; otherwise slides or prints and negatives). Digital photos must be at least 5- megapixel quality.

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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.

7. FINANCIAL REPORT

The budget section of the seed grant report mirrors the format of the budget section in your proposal. Fill in your Seed Grant Expenditures in the appropriate sections to explain how you spent your seed money, and provide a list of partnership funding, if any.

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

Final Invoice: Your final project invoice should accompany this report, as HCTF reviews the Grant Report and Final Invoice together. Ensure that the total of all invoices submitted for this project, including this final invoice, add up to the reported Total Amount spent and do not exceed the HCTF approved grant amount.

Final payment will be delayed until both documents have been received and approved, so **it is important to attach both the Seed Grant Report and the Final Invoice when submitting to reporting@hctf.ca.**