Project #\_\_-\_\_\_\_

Project Name: [ \_\_\_ ]

*Name and number must be the same as on the proposal.*

Date Report Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Grant Information**

Grant Agreement Year: 20\_\_ - 20\_\_  Conditional Grant Agreement #:CAT- ­­­\_\_\_\_

Was there an approved Contract Extension for this grant year? **Yes \_\_ No \_\_**

*Briefly explain need for contract extension request*: [ \_\_\_ ]

Was there an approved Project Change Request for this grant year? **Yes \_\_ No \_\_**

*Briefly explain need for Project change request*: [ \_\_\_ ]

**Project Leader Name and Title:**

**Name of Organization:**

**Contact info:**

**Author of Report (***if different than Project Leader above***):**

**Name of Organization:**

**Contact info:**

1. **Property/Purchase Information**

*Attach the Land title(s) showing the new property ownership to this report. Also include copies of any covenants, leases, or other instruments registered on title post acquisition.*

|  |  |
| --- | --- |
| Closing date of purchase: |  |
| PID(s): |  |
| Legal Description: |  |
| Size (hectares): |  |
| Brief description of property including habitat attributes and fish and wildlife values (maximum 500 words): | |
|  | |

1. **Project Partner (if applicable)**

*If an organization other than the proponent organization listed above will be the eventual property owner, manager, or lessee, please describe here.*

|  |  |
| --- | --- |
| Name of other organization: |  |
| Contact name: |  |
| Contact Information: |  |
| Describe the relationship between the two organizations with respect to the project/property: | |
|  | |
| Will there be any documents or agreements describing the relationship or responsibilities with respect to the property (e.g. lease, covenant, management agreement, etc.)? If yes, describe them, and provide copies of these documents, if completed. | |
|  | |

1. **Management Objectives/Activities**

*Please note that HCTF may request additional information or documentation regarding the management and status of the property in the years following acquisition.*

|  |
| --- |
| State primary and secondary management objectives for the property. |
|  |
| Briefly describe any enhancement or restoration activities undertaken or proposed to meet the management objectives. |
|  |
| Please provide a copy of any management plans or management direction statements completed for the property (list them here). If not yet complete, describe your plan and timeline for preparing a management plan. |
|  |

1. **Management Expenses or Endowment Contribution (if applicable)**

|  |
| --- |
| Please describe any activities undertaken or planned with funds provided from HCTF for initial management costs. Include detail around spending to date, and the timeline for using any unspent management funds. If using HCTF funds for an endowment contribution, include the timeline for transferring funds to the endowment fund and describe the management of the endowment fund. (Note: HCTF may follow up in the years post acquisition with respect to the management endowment funds and property management.) |
|  |

1. **Communications Results**

*Please attach a copy of your press release, and copies of any newspaper clippings or website coverage.*

|  |
| --- |
| List any public announcement(s) for this project, e.g., press release, public event, newsletter articles, media coverage, etc. Also note any future plans for public engagement around this project. |
|  |
| We usually post a photo and brief account of HCTF funded acquisitions on our website. Provide a summary, in language suitable for a lay public audience, of what you have accomplished with this acquisition (maximum 250 words). |
|  |

1. **Photographic Record**

|  |
| --- |
| Provide at least three original, high quality, representative photos of the property, attached as jpeg files of at least 5-megapixel quality. Note that all photo images are to be made available free of charge to HCTF for non-exclusive use in promoting HCTF. List the photos here, and include relevant descriptions and any attribution notes. |
|  |

1. **Financial report**

*Please fill in all project expenditures in the appropriate section below. For comparison, refer to the budget in your approved proposal.*

|  |  |
| --- | --- |
| **APPROVED HCTF BUDGET =** | **$** |

**A. Project Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **TOTAL COSTS** | **HCTF Funded** | **Notes** |
| **Direct Acquisition Costs** | | | |
| Purchase Price |  |  |  |
| Appraisal Fees |  |  |  |
| Legal Fees |  |  |  |
| Taxes &Adjustments (specify) |  |  |  |
| Other (specify) |  |  |  |
| **Initial Management Costs\*\*** | | | |
| Initial Management Costs |  |  |  |
| Endowment Contribution |  |  |  |
| **TOTAL** |  |  |  |

\*\*Please indicate in the notes filed whether these fund have already been spent or will be spent later. Describe in detail your plans for these funds in section 5.

**B. Project Funding**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source** | **Cash** | **In-kind** | **Notes** |
| HCTF |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

|  |  |
| --- | --- |
| **TOTAL FUNDING (Cash & In-kind)** | **$0** |
| **HCTF % of Total Project Costs** |  |
| **HCTF % of Purchase Price** |  |

**11. Submit your Grant Report**

* *Save this report using the Project # and grant year in the filename. Example:* ***1-123 Grant Report 2018-19***
* *The following items must be included with this completed report form:*
  + Copy of the Land Title(s)
  + Copy of the management plan/management direction statement (if completed)
  + Copy of the Press Release announcing the acquisition
  + Copies of any newspaper clippings or other print media
  + Copies of any related documents (covenants, leases, etc.), if applicable
  + Photographs as jpeg files
  + Invoice for 10% holdback
* ***Final payment is contingent on HCTF receiving, reviewing and accepting the final invoice and this Grant Report****.*

**Please send your Grant report and final invoice with an email to:**[**reporting@hctf.ca**](mailto:reporting@hctf.ca)

***By submitting this grant report, you certify that the project has been satisfactorily completed and this report is an accurate reflection of project activities and expenditures per the HCTF Grant Agreement.***