# **Invasive Mussels Lake Monitoring Fund Grant Report**

***Note:*** *This report must be submitted with copies of all Chain of Custody forms submitted to the Limno Lab and any other ancillary data collected. Please also submit a Substrate Monitoring Tracking Form along with this report, if applicable. Please do not leave any areas blank, if you have nothing to report in any sections, write “nothing to report”.*

1. **General Information**

|  |  |
| --- | --- |
| Project Number: |  |
| Project Name: |  |
| Project Leader Name: |  |
| Report Author: |  |
| Contact Information for Report Author: |  |
| Date of Report: |  |

**2. Project Results**

1. Provide a summary of your 2019 lake monitoring activities. 500 words max.

*This should include when sampling started and ended, list of lakes sampled, number of samples collected and how often, any variations from the approved proposal and other general information.*

1. Describe any challenges or opportunities that were encountered over the course of the field season. State whether these challenges or opportunities resulted in changes to the work plan.

*Examples may include inability to access certain lakes due to wildfire, equipment arriving late, partner funding allowing for a greater number of samples, etc.*

**3. Communications Activities**

Describe any communications activities or media attention associated with the project including references to how funding from HCTF and the Province of BC was recognized.

*Do not include information on general AIS outreach, only specific communications activities relating to lake monitoring*.

**4. Photographic Record**

*We often include engaging photos of HCTF projects on our website. While we appreciate photos embedded in your report, we need jpeg photo files (<5 MB) attached separately.*

Please list 2-3 photos by their jpg file name here:

**5. Financial Report**

**A. Project Expenses**

*Include detail on what was included in each category under “Basic Description”. For labour costs, include day/hourly rates x days/hours on project, and what the rate included. The labour detail could be included under “Basic Description” or in the “Project Expenses Notes” box below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Basic Description** | **In Kind** | **Other sources** | **HCTF** | **TOTAL** |
| Labour (Wages and Salaries) |  |  |  |  |  |
| Contract labour |  |  |  |  |  |
| Equipment & Supplies |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Administration |  |  |  |  |  |
| Other |  |  |  |  |  |
| **TOTAL EXPENSES** |  |  |  |  |  |

Capital Expenditures (individual items purchased over $1000):

*Please list any capital purchases included in Equipment and Supplies in the table above.*

If your administration expenses reported above included an administration fee, please enter how it was calculated here:

Project Expenses notes:

*Explain any significant variances or differences from your approved budget.*

**B. Project Contributions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organization** | In-kind type (Goods or Services) | In kind amount ($) | Cash received | **TOTAL** |
| Funder 1 |  |  |  |  |
| Funder 2 |  |  |  |  |
| Funder 3 |  |  |  |  |
| **HCTF Funding** |  |  |  |  |
| TOTALS |  |  |  |  |

**Additional Comments on Partner Funding:**

*Explain any significant variances or differences from the partner funding identified in your proposal. Define how you have monetized the in-kind amount.*

**6. Feedback**

Please provide any feedback to HCTF and ENV for ways to improve the program including the application or reporting process.

**7. Submit your Grant Report**

* *Save this report using the Project # and grant year in the filename. Example:* ***1-123 Grant Report 2018-19***
* *Please also include copies of the Chain of Custody forms submitted to the Limno Lab (as excel files), copies of any additional ancillary data collected, and the Substrate Monitoring Tracking Form (as excel file).*
* ***Final payment is contingent on HCTF receiving, reviewing and accepting the final invoice and this Grant Report****.*

**Please send your Grant report, final invoice and attachments by 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.***