* *Please note, all approved proposals from 2021-22 onward require submission of grant reports via the Survey Apply online grant management system.*
* *Please refer to our* [*Report Website Tab*](https://hctf.ca/grants/enhancement-grants/#resources) *for helpful tips on getting started.*
* *Please complete all sections of this report form for New and Continuing projects including Final Year projects.*
* *Proponents with Seed projects must complete the Seed grant report form posted on our website.*

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

Project Name: [ \_\_\_ ]

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

**1. Grant Information for this Grant Year**

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

Year Status of this Grant: Year \_\_ of \_\_ Years (Refer to your Notification email sent in March)

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*: [ \_\_\_]

**Author of Report (Full Name):**

**Email Address:**

**Work Phone:**

**Cell Phone:**

**2. Executive Summary of the Project**

Provide a summary that describes the rationale for the project, the overall project goals, conservation outcomes (ecosystems, populations) and the issue that was addressed (3-5 paragraphs).

**3. Summary of Activities for this Grant Year**

List the accomplishments achieved for the current grant year (point form is acceptable max 100 words).

**4. Activities Completed in this Grant Year**

Refer to the objectives and activities for this grant year in your approved proposal.

***Include any activities not yet completed.***

* How many Objectives were approved for HCTF Funding? \_\_
* Did you complete all of your proposed Activities and achieve your Objectives for this grant year? **Yes  No**
* **If no, please list and explain each activity that was not completed this year and why:**

**5. Measures of Success for this Grant Year**

Copy and paste each of the same Objectives, Activities, and Measures of Success from your approved proposal for this grant year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Activity** | **Measures of Success** | **Completed/**  **Partially Completed/ Not Completed/** | **Explanation** |
| **Objective 1:** | | | | |
| Activity 1.1 |  |  |  |  |
| Activity 1.2 |  |  |  |  |
| Activity 1.3 |  |  |  |  |
| Activity 1.4 |  |  |  |  |
| Activity 1.5 |  |  |  |  |
| **Objective 2:** | | | | |
| Activity 2.1 |  |  |  |  |
| Activity 2.2 |  |  |  |  |
| Activity 2.3 |  |  |  |  |
| Activity 2.4 |  |  |  |  |
| Activity 2.5 |  |  |  |  |
| **Objective 3:** | | | | |
| Activity 3.1 |  |  |  |  |
| Activity 3.2 |  |  |  |  |
| Activity 3.3 |  |  |  |  |
| Activity 3.4 |  |  |  |  |
| Activity 3.5 |  |  |  |  |
| **Objective 4:** | | | | |
| Activity 4.1 |  |  |  |  |
| Activity 4.2 |  |  |  |  |
| Activity 4.3 |  |  |  |  |
| Activity 4.4 |  |  |  |  |
| Activity 4.5 |  |  |  |  |
| **Objective 5:** | | | | |
| Activity 5.1 |  |  |  |  |
| Activity 5.2 |  |  |  |  |
| Activity 5.3 |  |  |  |  |
| Activity 5.4 |  |  |  |  |
| Activity 5.5 |  |  |  |  |

**6. Results and Discussion (including Technical Reports)**

Describe what was accomplished including details on what you were not able to complete. Relate the contribution of this year’s work to the overall project goal. (2-3 paragraphs).

**7. Project Reporting Metrics**

Complete the table below and provide numerical results for the relevant activities of your project during this grant year (if results cannot be accurately measured, estimates can be provided).

*If not applicable to your project put N/A.*

|  |  |  |
| --- | --- | --- |
| **REPORTING METRIC** | **UNITS TO REPORT** | **NUMERICAL RESULT** |
| **Habitat Restored/Enhanced**  (e.g., replanting, treatments, nest site creation etc.) | # hectares improved | \_\_\_ |
| **People/Organizations Engaged**  (e.g., volunteers, citizen scientists, landowners, First Nations, funding partners, stewards, etc.) | # people/orgs engaged | \_\_\_ |

**8. Communications Results**

Provide a summary of the Communications and Outreach Activities conducted during this Grant Year.

For any photos that will be uploaded after completing the report form, please list the photo titles below and include a brief caption if possible. Note, all submitted photo images are to be made available free of charge to HCTF for the non-exclusive use in promoting HCTF.

Articles/Media Coverage on this project uploaded? **Yes No**

List the titles of articles that were completed:

**9. Supplemental Information**

(NOTE: HCTF may share Technical reports with the public)

Technical Report uploaded? **Yes No**

Technical Report CITATION

Literature cited in this report:

**10. Final Year Summary**

Is this the Final Year of a Multi-year project? (e.g., Year 3 of 3 or Year 5 of 5) **Yes No**

* If yes, summarize your overall results from ALL years and explain how the outcomes will be used to inform management and conservation (2-3 paragraphs).
* If yes, explain any challenges that were encountered and how you addressed them (1-2 paragraphs).

**10. Project Spotlight**

We often post a brief account of HCTF projects on our [website](http://www.hctf.ca) or at other venues. Please provide a summary we can use to profile your project and explain what has been accomplished in non-technical terms for a public audience (1-3 paragraphs).

Do you have any comments about your experience with HCTF during this project?

**11. Submit your Grant Report**

* ***Final payment is contingent on HCTF receiving, reviewing, and accepting the final invoice and the Grant Report.***

**Please upload your FINAL invoice and make sure it reconciles with the HCTF financial information submitted in your Expenditure table.**

***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.***