A logo of a grass and water

Description automatically generated

Fish & Wildlife\* Grant Report Worksheet 2024-25  
\*(Formerly Enhancement & Restoration)

Please note this form is a **worksheet only**. All information entered into this Word form will need to be transferred (copied and pasted) into the online application within Survey Apply and submitted with your budget through the online system.

Please do not format your answers - Survey Apply does not accept any formatting copied over such as bolded text, indents, italics, etc. It will convert to plain text. It will keep bullet points.

* Please note, all approved proposals require submission of grant reports via the Survey Apply online grant management system.
* Please refer to our website’s [Report Tab](https://hctf.ca/grants/fish-and-wildlife-grants/#report) 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.

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

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

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:**

**2. Project Spotlight**

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 ( 1-2 paragraphs). We often use this spotlight to post a brief account of HCTF projects on our website or at other venues.

**3. 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 |  |  |  |  |

**4. Results and Discussion**

Opportunity to expand on the table above regarding what was accomplished, including details on what you were not able to complete and why. Relate the contribution of this year’s work to the overall project goals and share any lessons learned. (2-3 paragraphs).

**5. 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 | \_\_\_ |

**6. Photographs**

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

**7. Final Year Summary**

Is this the Final Year of a Multi-year project? (e.g., Year 3 of 3) **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).

**8. Feedback and Submission**

Please share any comments or feedback about your experience with HCTF during this project. Are there ways we could improve our processes or support for our grant recipients?

Was a Technical Report prepared for this project? If so, it may be uploaded now. If one is prepared in the future, please email it to [reporting@hctf.ca](mailto:reporting@hctf.ca). (NOTE: HCTF may share Technical Reports with the public)

Technical Report uploaded **Yes No**

***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.***