# A logo of a grass and water Description automatically generated

# 

# Capacity Grant Report Worksheet 2023-25

* **Please note:** This worksheet is for drafting and reference only.
* To submit, login to [Survey Apply](https://hctf-grants.smapply.ca/), and copy and paste your responses into the form.
* Do not use formatting (bold, italics, indents, etc.) only plain text and bullet points will be retained in Survey Apply.
* Refer to your original grant application and budget when completing this worksheet.

1. **Activities Update**

**Did you complete all the proposed activities?**

**YES NO**

**If NO,** list which activities were not completed, and briefly explain why.

1. **Lessons Learned**

**Please provide a summary of any challenges encountered and key lessons learned**.

**Please provide a summary of any notable accomplishments or highlights from your project.**

1. **Capacity Outcomes**

**Activities Completed: *(Check all that apply)***

* Community engagement session
* Data collection or citizen science activity
* Feasibility study or baseline assessment
* Field demonstration, field course, or site visit
* Mentoring or coaching
* Monitoring or evaluation activity
* Partnership development meeting
* Peer learning/sharing session
* Planning or strategy meeting
* Resource or tool development (e.g., guides, protocols)
* Technical assistance or expert consultation
* Training session (skills, technical, or cultural)
* Workshop

* Other (please specify)
* [Other]

**Final Outcomes and Impact: *(Check all that apply)***

* Advanced Indigenous leadership and capacity
* Advanced stewardship in conservation/restoration
* Developed a new plan, strategy, or prescription
* Developed or implemented climate change adaptation/mitigation strategies
* Enhanced data collection or monitoring capacity
* Implemented a new tool, process, or protocol
* Improved ability to address a conservation/restoration challenge
* Improved knowledge or technical skills (e.g., monitoring, restoration, data management)
* Increased community engagement or participation
* Increased community or Indigenous engagement/participation
* Increased confidence or leadership in conservation/restoration
* Informed decision-making or management practices
* Launched a new project or initiative
* Secured additional funding or resources
* Strengthened partnerships, networks, or collaborations
* Supported caribou habitat restoration or conservation
* Supported youth or capacity development in the community
* Other (please specify)
* [Other]

**Share Your Story**

We want to hear about your experience in your own words. If you’re not sure, just give your best answer, we’re interested in your story! *Please keep each answer to a maximum of 3 sentences, plain language is welcome.*

**Example Responses**

**Example 1:**

Capacity need or challenge addressed: *We needed to build relationships and understand community priorities for habitat restoration.*

How the project helped us move forward*: By holding workshops with local Indigenous leaders, we established new partnerships and gained insights that are now guiding our next restoration steps.*

**Example 2:**

Capacity need or challenge addressed: *Our team needed hands-on training in monitoring water and fish health to better understand the impacts of changes in our watershed.*

How the project helped us move forward: *With support from the grant, we received technical training and learned how to collect and analyze data on fish populations and water quality. Now, we can track changes over time and use this information to guide conservation efforts for our local streams and wetlands.*

**What capacity need or challenge did this project address?** *(e.g., skills, knowledge, partnerships, planning).*

[Capacity need addressed]

**How did this project help your organization or community move forward with your fish, wildlife, or habitat conservation/restoration goals?**

[How project helped us move forward]

Will you conduct further conservation/restoration work as a result of this funding?

**YES NO**

1. **Communications Materials**

**List any reports, plans, or documents produced.** *Include links below if available.*

[Paste links here]

**File Uploads**

* Reports/Plans/Documents
* Photos (max 5, high quality with titles and any descriptions below for future HCTF use.

[Photo titles and/or descriptions here]

1. **Summary of Expenses**

**TABLE: EXPENSE SUMMARY**

List all expenses in the tables below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Details (services, names, etc.)** | **Amount ($)** | **Comments (if variance)** |
| Consultant Fees |  |  |  |
| Course Fees |  |  |  |
| Field Equipment |  |  |  |
| Meeting facilities |  |  |  |
| Stipend/Honorarium |  |  |  |
| Training |  |  |  |
| Travel (meals etc.) |  |  |  |
| **Total** |  |  |  |

**TABLE: OTHER FUNDING**

List any other funding or in-kind contributions relevant to this grant:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization** | **In-Kind Received ($)** | **Cash Received ($)** | **Total Received ($)** | **Federal Funding? (Y/N)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Explain any differences from the approved proposal budget versus what was spent.** *(e.g., unspent funds, budget changes).*

[Add any relevant notes]

**File Upload**

* Upload Final Invoice – Up to 20%

*Please make sure your final invoice includes the CAP-XXXX # and Project Name and reconciles with the financial information reported on the expense summary table above.*

*Unspent funds must be returned to HCTF.*

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

*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.*