

HABITAT CONSERVATION TRUST FOUNDATION

PROJECT REPORT

1. PROJECT NAME

The name should be exactly the same as the name used on the proposal.

2. HCTF PROJECT FILE

3. FISCAL YEAR (E.G. APRIL 20XX TO MARCH 20XX)

FOR CONTINUING PROJECTS, YEAR _ OF _

4. LOCATION

- a) Distance from a known place: _____
- b) Longitude (degree/minute/seconds): _____
- c) Latitude: (degree/minute/seconds): _____

5. PROJECT EXECUTIVE SUMMARY - Please keep concise; one page recommended length. Once the project is completed, this section will be used to assist HCTF in meeting various communications objectives.

- Project rationale;
- Purpose or goal including benefits (ecosystem, populations) or problems to be addressed;
- Current fiscal year accomplishments;
- For Final Reports (last year of a multi-year project) only:
 - accomplishments/results for the life of the project;
 - recommendations and suggestions – any ideas relating to how the project or similar types of projects could be improved or evaluated should be included. Management implications should be addressed. As well, the report should identify how other scientists or interested parties are being advised of project results.

7. ACTIVITIES/TECHNIQUE(S)

For each objective, describe the specific activities that were undertaken. Describe how the activities related to the objective(s) and how they resolved the identified problem. Were there any problems or unforeseen issues?

- Remaining Activities in the Year:
 - Provide a brief schedule of activities planned in the current fiscal year (ending March 31st) and state whether the project will be completed on schedule.
 - Describe the next step in the project and how it builds on what has already been accomplished.
 - If any prior problems or unforeseen circumstances arose in the project, explain how future activities will deal with them.

8. MEASURES OF RESULTS

Outcome of each activity or deliverable should be measurable (i.e., performance indicators) to determine whether the activities undertaken have been successful and whether the objectives have been met. Provide an update on any key performance indicators and outcomes identified in your original project proposal.

Indicate how the year's activities built on previous year's activities. Were your objectives for the year met, and how does this relate to the overall objective of your project?

Quantitative, qualitative, direct and indirect criteria for measuring project success and results, as well as monitoring requirements should be itemized. Quantitative measurements are preferred for describing results of enhancement activities.

9. BENEFITS/RISKS

The ecosystem benefits and implications to fish and wildlife populations versus the present situation for the specific treatment area of the project. What are the expected returns as a result of your work during the year? Attempt to be as quantitative as possible and include potential positive and negative side effects of the project (e.g., potential impacts on non-target species). Any liability concerns (especially regarding construction projects), tenure or public access issues should be documented.

10. EXTENSION/PUBLIC INFORMATION/PARTICIPATION/PARTNERS

List any publications (e.g. reports, brochures, pamphlets) that resulted from the project. Provide one copy to the Trust Foundation. Provide copies of press clippings, if available (only one copy of each is necessary).

How were results of the project communicated to resource managers, community organizations, local governments, general public, etc.?

Briefly describe any public reaction to project objectives or activities. Include both positive and negative reactions.

11. PHOTOGRAPHIC RECORD

Each report must include original, high quality photos (digital images are preferred; otherwise slides or prints and negatives) of any fieldwork components of your project. Digital photos must be at least 5-megapixel quality. Particularly useful are “before and after” photos of habitat that is being enhanced. In addition, high quality photos depicting fish and wildlife in associated habitats are being sought for inclusion in Trust Foundation Project Reviews and on the website. Project leaders are encouraged to keep this in mind when photographing their projects. Note, all submitted photo images are available free of charge to HCTF for the non-exclusive use in promoting HCTF.

12. FINANCIAL DETAILS

- i. For Annual and Final reports, include complete financial information for the current fiscal year (i.e. full 12 months).
- All expenditures >\$1000 should be itemized in the Financial Report

PROJECT FINANCIAL REPORT

Proponent / Project Leader: _____ HCTF Project #: _____
 Conditional Grant #: _____ (e.g. 6-125)
 (if applicable - e.g. CATXX-X-XXX) _____

HCTF Approved \$ _____
 Budget Amount: _____

Project Name: _____

Reporting Period: _____ to _____
 mm/dd/yy mm/dd/yy

Reporting Purpose:
 Annual Report
 Final Report

PART 1. FINANCIAL REPORTING (HCTF MONIES ONLY)

- **Annual Reports** - report year-to-date expenditures related to HCTF funding.
- **Final Reports** - Provide a financial report that includes complete financial information for the current fiscal year.

A. Labour Costs

i. Human Resources – Wages & Salaries

Position	# of Crew	# of Work Days	Rate/day	HCTF Amount
Person Days (# of crew x work days)			Subtotal i	\$

ii. Subcontractors & Consultants (provide details in text)

Contractor	# of Crew	# of Work Days	Rate/day	HCTF Amount
			Subtotal ii	\$
A. Total Labour Costs				\$

B. Site / Project Costs

Details	HCTF Amount
Travel	
Small Tools & Equipment	
Site Supplies & Materials	
Equipment Rental	
Vehicle Rental (incl. Helicopters)	
Work & Safety Supplies	
Repairs & Maintenance	

