***This document consists of 2 parts:***

***Part 1 – Sections 1 through 9, covers the final grant year outcomes for the project.***

***Part 2 – Sections 10 and 11, is a summary of all years of the project.***

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

Project Name: [ \_\_\_ ]

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

**1. Grant Information**

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

Year Status of this Grant: Year \_\_ of \_\_ Years

Was there an approved Contract Extension for this grant year? Yes \_\_ No \_\_

Was there an approved Project Change Request for this grant year? Yes \_\_ No \_\_

**Project Leader Name and Title:**

**Name of Organization:**

**Contact info:**

**Author of Report (***if different than Proponent***):**

**Name of Organization:**

**Contact info:**

**2. Executive Summary** *for this Grant Year (max. 500 words )*

*Briefly describe the rationale for the project, the overall project goals, conservation benefits (ecosystems, populations) and the problems to be addressed. Include brief description of current grant year accomplishments.*

**3. Activities (Methods) Completed**

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

*Briefly list objectives and activities completed– point form is ok – and expand on the results and any additional details in the “Results and Discussion” section. Include any activities not yet completed.*

**4. Measures of Success Achieved**

Refer to the Measures of Success in your approved proposal for this grant year.

*Briefly list measures completed– point form is ok – and expand on any details in the “Results and Discussion” section. Include any measures not yet achieved.*

**5. Results and Discussion**

*Describe what was accomplished through the activities and measures completed in the previous section (including details on what you were not able to complete). Relate the contribution of this year’s work to the overall project. Identify any problems or unforeseen issues and relate how these were addressed or will be addressed in future. Describe any project changes approved by HCTF during this grant year.*

NOTE: ***You do not need to fill this in IF*** *you have a detailed technical report that covers* ***this Grant year only*** *-- please provide the full citation here and* ***be sure to attach the report****.*

**Technical Report attached?** Yes \_\_ No \_\_

**Technical Report CITATION**:

**6. Communications/Outreach Results**

1. **Project Outreach Activities**

*Activities undertaken this Grant Year*

1. **Communicating About HCTF**

*Activities specific to communicating about HCTF undertaken this Grant Year*

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

**Please list attached articles:**

1. **Communicating About Your Project**

*We often post a brief account of HCTF projects on our* [website](http://www.hctf.ca) *for the lay public audience. Please summarize what your project is about and what you accomplished this year (maximum 250 words):*

**7. Literature Cited in this Report**

**8. Photographic Record**

*We often include engaging photos of HCTF projects on our* [*website*](http://www.hctf.ca)*. While we appreciate photos embedded in your report, we need jpeg photo files (about 5 MB) attached separately.*

**Please ensure you attach photos jpegs and list the photo titles here:**

**9. Financial Report**

*Please fill in all project expenditures* ***for this final year only*** *in the appropriate section below. For comparison, refer to the budget in your approved proposal.*

|  |  |
| --- | --- |
| **APPROVED HCTF BUDGET =**  | **$** |

**A. Labour Costs**

**Human Resources: Wages & Salaries**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Total Days on Project** | **# of HCTF Person Days** | **Rate/Day** | **Total HCTF Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Subcontractors/Consultants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contractor** | **Total Days on Project** | **# of HCTF Person Days** | **Rate/Day** | **Total HCTF Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total =**  |  |  |  |  |

**Other**

|  |  |  |
| --- | --- | --- |
| **Description** | **Total Cost** | **Total HCTF Amount** |
|  |  |  |
|  |  |  |
| **Total =**  |  |  |

|  |  |
| --- | --- |
| **SUBTOTAL LABOUR COSTS =**  |  |

**B. Site/Project Costs**

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Total HCTF Amount** |
| Travel |  |  |
| Capital Expenditures / Equipment Purchase |  |  |
| Site Supplies & Materials |  |  |
| Rentals (equipment, vehicle, helicopter) |  |  |
| Work & Safety Supplies |  |  |
| Repairs & Maintenance |  |  |
| Other |  |  |

|  |  |
| --- | --- |
| **SUBTOTAL SITE/PROJECT COSTS =**  |  |

**C. Overhead/Administration**

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Total HCTF Amount** |
| Office space, utilities etc. |  |  |
| Office supplies |  |  |
| Printing/photocopying |  |  |
| Administration fee |  |  |
| Sub-contractor admin fee (if not included in labour cost) |  |  |
| Other |  |  |

|  |  |
| --- | --- |
| **SUBTOTAL OVERHEAD/ADMIN COSTS =**  |  |

**Explain how you calculated the Administration Fees**

**Capital Expenditures and purchases over $1,000**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Description** | **Serial Number** | **$$ Value** | **Location Stored** | **Contact** |
|  |  |  |  |  |

**D. HCTF Expenditure Summary**

*Please insert the Subtotals from above:*

|  |  |
| --- | --- |
|  | **Total HCTF Amount** |
| **Labour Costs**  |  |
| **Project/Site Costs**  |  |
| **Overhead Costs**  |  |
| **Total Amount from HCTF:**  |  |

**Additional Comments on Project Costs:**

*Explain any significant variances or differences from the approved proposal budget (e.g., unspent funds, approved budget changes).*

**E. Other Funding Partners**

*Refer to the Other Funding Partners section in your approved proposal.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Organization** | **In-Kind Amount**  | **Cash Confirmed**  | **Total** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL All Funding Partners =**  |  |  |  |

**TOTAL PROJECT COSTS**

|  |  |  |
| --- | --- | --- |
| **Total Partners Amount** | **Total HCTF Amount**  | **Total Project Amount** |
|  |  |  |

**Additional Comments on Partner Funding:**

*Explain any significant variances or differences from the partner funding identified in your proposal.*

**10. Multi-year Summary Report**

**A. Project Results and Outcomes**

***IF*** *you have a detailed technical report presenting the methods, analyses, results and discussion for the overall project, you need only provide a brief description here -- please give the full citation and* ***be sure to attach a pdf of the technical report to this document****.*

***i. What are the overall results of this multi-year project?***

**Technical Report attached?** Yes \_\_ No \_\_

**Technical Report CITATION**:

**B. Lessons Learned**

*Describe any problems or challenges that arose and how you addressed them in order to proceed with the project. What have you learned that would be valuable to share with others that may be undertaking a similar project?*

***i. Challenges Encountered***

***ii. Lessons Learned***

**C. Conclusions and Recommendations**

*Provide a summary of goals and objectives achieved, and include those partially or not completed. Describe the mid-and –long term outcomes expected to be achieved. Describe how well the project has dealt with the original issues and problems identified in the project proposal. What recommendations can you suggest as a result of this project?*

***i. Did this project achieve its goals and objectives?***

***ii. Describe the expected/observed outcomes – i.e., what difference did this project make for fish and/or wildlife conservation?***

***iii. Recommendations:***

**D. Communications/Outreach Results**

**i. Project Outreach Activities:**

*How were the results of the project communicated to various audiences including resource managers, community organizations, local governments, the public? Include reactions. What is the “story” of your project? What is it about, and what has been accomplished overall? (maximum 250 words):*

**ii. Communicating About HCTF:**

*How was HCTF acknowledged in outreach activities? (maximum 250 words):*

**iii. Communicating About Your Project:**

*Please summarize what your* ***overall*** *project has accomplished in* ***non-technical******terms******for the lay public audience*** *(maximum 250 words):*

**iv. Articles/media coverage on this project attached? Yes No**

*Please list attached articles and/or websites:*

**E. Partner Contributions – All Years of the Project**

*How much leveraging has HCTF achieved throughout this multi-year project?*

*The information you provide below on partner contributions will help us determine how effective HCTF funding is in maximizing conservation outcomes for every dollar invested. (Add extra lines to the table as needed.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner Organization** | **Actual Cash Received ($)** | **In-Kind Received** | **In-Kind\* Defined** | **Partner Total****(Cash + In-Kind)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Project Total =**  |  |  |  |  |

**\*In-Kind Contributions**

*Please explain how you calculated the monetary value of these contributions. For example, if a company or agency is providing services to the project, identify how many hours or days and at what rate for all personnel.*

**Additional Comments on Partner Contributions:**

**F. Other Comments?**

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

**11. Submit your Final Year Grant Report**

* *Save this report using the Project # and grant year in the filename. Example:* ***1-123 Final Year Grant Report 2015-16***
* ***Final payment is contingent on HCTF receiving, reviewing and accepting the final invoice and the Final Year Grant Report****.*

**Please ensure your final invoice is attached to this report and that it reconciles with the HCTF financial report in Section 9.**

**Send your Final Year Grant report and final invoice with an email to:****reporting@hctf.ca**

***Certified that the project has been satisfactorily completed and this report is an accurate reflection of project activities and expenditures per the HCTF Grant Agreement.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Project Proponent Signature |  | Date |  | Print Name |