



The Watershed Institute Grant Program Final Report Guidelines

Please include **all** items outlined below for the Final Narrative and Financial Report. Projects are to be completed by **December 2, 2016**, and this report is due by **December 16, 2016** (unless an extension has been granted in writing by the Coordinator).

Narrative Report

No more than 5 pages, minimum 11 point font

- Contact Information:**
Organization, contact person and title, address, phone, and email
- Overview:**
Describe the funded project and the implementation process. If changes have occurred from the original proposal, indicate specifically what has changed and why. If applicable, describe any challenges you faced during implementation and how you addressed them.
- Results:**
Discussion of the project's outputs, outcomes, and how well it accomplished the Project Goals as outlined in the proposal and through collaboration with the Institute Coordinator. Describe the end results of your project. Describe your method of project evaluation and discuss your findings. (If evaluation strategies have changed, indicate how and why.)
- Future impact:**
Details of how the organization intends to sustain this project beyond the grant period, if applicable, and use the work completed under this grant to further its mission. Describe the impact of this grant on your organization.
- Other notes:**
Include any other relevant details, including any specified by the Watershed Institute Coordinator at the mid-term project meeting.

Financial Report

Please use the Financial Reporting Forms available on the Institute's website at <http://www.thewatershedinstitute.org/resources/twig>. In the "Grant Award Expenditures" table, indicate how the funds provided **by the Institute** were spent. In the "In-kind Expenditures" table, indicate any additional funds from other sources. In "Appendix A," indicate expenses for which you have receipts or invoices, such as payments to vendors or contractors. Please do not submit receipts; keep them with your own records.

Attachments

As attachments to the narrative and financial reports, please include:

1. Copies of relevant materials developed with the grant (deliverables).
2. Summary of media attention (log of press hits, links to news articles, etc.)
3. Lessons learned that you would share with peers working on similar projects to maximize their impact

Please email your Final Report to kray@thewatershed.org by December 16, 2016.