

# Waterman Fund

## Final Project Report Guidance and Format

The final project report for the Waterman Fund should *tell the full story of your work*. We recommend all projects follow the standard research reporting format: Introduction, Methods, Results, and Discussion. This should be familiar to researchers, who can view it as a somewhat less rigorous peer-reviewed journal article that includes some additional information. We think this format will help guide reporting for non-research projects as well, though the Methods section may be less germane. Questions listed below for each section are suggestions to help you prepare your report, and may not always apply.

### Final Project Report Form

Project Title:

Organization Name, Address, Telephone:

Project Leader:

Email:

Telephone:

Date of Grant Award:

Date of Grant Report (end):

#### Introduction

Who was involved in this project?

What was the need for this project?

How and when did this project get started?

What was the purpose of this project?

How does this project relate to the Waterman Fund Mission?

#### Methods

What did you do and when?

Were you able to complete the project as specified in the proposal and if not, why not?

How were Waterman Fund grant monies and any matching funds or labor etc. used?

#### Results

What (when, where) did you accomplish?

What quantifiable measures describe your accomplishments?

(e.g. # of visitor contacts; # of days/hours stewarded; # of plots established/surveyed; length of trail constructed/reconstructed/closed)?

Were there any setbacks and how did you address them?

#### Discussion

What did you learn from this project? Were there any unexpected results? What might you do differently if repeating the project?

What are the implications of your results for alpine stewardship?

What do the results of this project say about your specific future needs, especially sustainability, if your goal is an ongoing program?

#### Accounting

Please provide a final accounting for the project, including, but not limited to, cash expenses, other sources of income and amounts, and contributed volunteer labor or other contributions.

#### Digital Images

Please include up to six digital images of your project, including some with people at work on it. These may be embedded in your report.