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 think the format below will help guide reporting.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 purpose of this project?

Results or Outcomes

 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?

What are the implications of your results for alpine stewardship?

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

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/ Video

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. If creating a short 2-minute video was the educational/outreach component of your grant, please send it to the Fund with the final report to be shared online. In the video, describe the project and how it will protect the alpine zone.