



Access to the Fishery Final Narrative Report Guidelines



Final reporting requirements consist of (1) a completed profile of the grant for posting to the public GLFT website (see below), (2) a narrative response to GLFT final report questions (see following section), and (3) a final financial report (form and instructions attached).

PROJECT PROFILE

Your profile should be no more than three pages in length (preferably two). As the profile will be published to the GLFT website, please strive to communicate in language accessible to audiences **without** extensive familiarity with the specific subject matter of your work. The primary intended purposes of the profile are to (1) provide an overview of the work funded by GLFT and characterize results and achievements in an accessible manner, and (2) help interested parties access further resources or materials germane to the effort. The profile should follow this format:

Synopsis

- **Project Title**
- **Grantee Organization**
- **Project Team** (Please list all members of the project team who should be credited with contributions to the work, including name and institutional affiliation.)
- **Contact Person** (Please identify the person(s) who should be contacted with questions about the work, providing a name, institutional affiliation, and e-mail address for each.)
- **Grant Amount**
- **Time Frame**
- **Focus Areas** (Access)
- **Brief Project Summary** (In 100 words or less, provide a summary of the project, including its purpose and key results.)

Project in Context

This orientation to the project should provide key background information on its purpose, location (where appropriate), and broader significance. You may wish to consider:

- Stakeholder identification of a need for the work
- Relationship to other, related products/programs
- Intended population to be served

Goals of the Effort

In this section, identify the key goals and/or the specific purpose of the effort.

Results

In this section, briefly summarize the key results of the project. Identify the results, i.e., products developed, outreach engaged in, participation/use of materials achieved, feedback received.

Products and Resources

List any other communications outlets, publications, media coverage, etc. for the work. If these are available online, please hyperlink the listing. Items that are *planned* or *in process* should be so designated.

FINAL NARRATIVE REPORT

Background/Overview

1. Was the project completed as originally intended? If not, indicate how the final outcome(s) differed from what was anticipated. Does your experience suggest that original expectations were realistic? What factors hindered or helped progress?

Outcomes

2. What activities were pursued in relationship to intended outcomes, and to what extent did you achieve the following intended outcomes listed in your proposal? (Merge intended outcomes from proposal.)
3. What audience(s) were you particularly hopeful of reaching? To what extent did you reach them? Did you receive any feedback?
4. What relationships or opportunities were developed or strengthened through the work?
5. Whether they were intended or unintended, what do you consider the most important benefits or outcomes of this access project?

Site Specific Information

For each question below be as explicit as possible. The GLFT uses this information for internal evaluation purposes as well as directing the public to the access site (via the GLFT online angler access guide:www.glft.org/angleracc.htm).

6. Describe the access structure (i.e., length, width, location, design, etc.).
7. Answer the following questions:
 - a. How do visitors access the structure (i.e., driving directions to the parking lot, how far is the structure from the parking lot, what connects the parking lot to the structure, etc.)?
 - b. What amenities are offered at the access site (e.g., restrooms, benches, barrier free access, handicapped parking, lighting, etc.)?
 - c. What educational opportunities (e.g., interpretative signs) are offered at the site, if any?
 - d. What species of fish are commonly caught at the site? During what months of the year is fishing best for each species?
 - e. Does the DNR regularly stock any fish species at or near the site? If so, what species, at what time of year, and how often?
 - f. What tactics do you recommend for catching these species (e.g., small bags, bottom casting, minnows, wobbling plugs, Hot 'n Tots, etc.)?
 - g. Where can anglers stay if they want to overnight near the access site (e.g., campgrounds, motels, hotels, B&Bs)
 - h. Is there anything else you would want to share with a potential visitor to the access site?
 - i. Were any project objectives not met? If so, why not?

Pictures

8. Provide at least three photos of the completed project.
9. The Great Lakes Fishery Trust requires each project it funds to have suitable permanent public acknowledgement of GLFT assistance. The GLFT has provided this sign to you and requires photo verification of the posting of the sign before it will process your final reimbursement request.

Related Efforts

10. Was this project a stand-alone effort or was there a broader effort beyond the part funded by the GLFT? Have other funders been involved either during the time of your GLFT grant or subsequently?
11. Has there been any spin-off work or follow-on work related to this project?

Reflections

12. Please describe any unanticipated benefits, challenges or surprises, and/or important lessons learned over the course of the project.
13. What recommendations (if any) would you make to other project directors working on similar efforts or to the GLFT?



Access to the Fishery: Financial Report Instructions

Reference Number	Instructions
I.	These are the approved expense categories according to the Grant Agreement or most recently approved budget revision. Definitions of these categories are available on the GLFT website (www.GLFT.org/grants/GLFT_budget_def.html).
II.	These are the approved budget amounts according to the Grant Agreement or most recently approved budget revision.
III.	List the expenditures for the project reporting period for the budget line items in Column I. See item V below regarding cash versus accrual basis accounting.
IV.	Subtract Column III from Column II. Line item amounts may be positive (unused) or negative (overspent). If the <i>total</i> amount in Column IV is positive, please return the unused funds by check made out to the Great Lakes Fishery Trust via the address below.
V.	Cash basis: The cost of goods and services is recorded when they are received and paid for within the statement period. Accrual basis: The cost of goods and services is recorded when received within the statement period, whether paid for or not. Goods and/or services authorized, ordered, or budgeted, but not yet received before the end of the statement period, should not be included.

The financial report must be accompanied by financial documentation verifying expenditures (e.g., copies of invoices, record of hours expended, standard accounting ledgers used by your organization, and/or copies of canceled checks with descriptions).

Send the signed form to:

Your GLFT grant manager
Great Lakes Fishery Trust
600 W. St. Joseph, Suite 10
Lansing, MI 48933



FINAL FINANCIAL REPORT

GLFT Project Number: # _____

GLFT Grant Manager: _____

Organization Name: _____

FOR THE PERIOD: _____ to _____

I Expense Categories	II Approved Budget Line Items	III Expenditures of GLFT Funds	IV Difference Between II & III
Salaries	\$	\$	\$
Fringe Benefits	\$	\$	\$
Supplies & Materials	\$	\$	\$
Other Direct Expenses	\$	\$	\$
Overhead & Indirect	\$	\$	\$
Contract Services	\$	\$	\$
Engineering/Design	\$	\$	\$
Facility Construction	\$	\$	\$
Land Acquisition	\$	\$	\$
Total	\$		

NOTE: Written explanation should be given for deviations in actual and/or proposed expenditures from originally approved budget items.

V. I hereby certify that this financial report form is prepared on (check the basis that applies) _____ a cash basis _____ an accrual basis, and that the resulting balance is correct.

Chief Financial Officer Name and Title (please type)

Chief Financial Officer (signature)

Date

Project Director Name and Title (please type)

Project Director (signature)

Date