



## Special Projects Final 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** (Special Project)
- **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:

- Background research identifying a need for the work
- Stakeholder identification of a need for the work
- Specific focus of the work as it relates to Great Lakes ecology/resources
- Relationship to other, related products/services/programs
- Intended audience/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 findings or 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, and provide addresses for, related websites developed for or through the project or that provide additional information. Provide site title, full address, and a brief (1–2 sentence) description of the relevant content.

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. Briefly summarize the project description as outlined in the original proposal.
2. 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***

3. 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.)
4. What audience(s) were you particularly hopeful of reaching? To what extent did you reach them? Did you receive any feedback?
5. What relationships or opportunities were developed or strengthened through the work?

6. Was an evaluation included as part of this project? If so, what were the key findings? (Please attach a copy of the evaluation report).
7. Whether they were intended or unintended, what do you consider the most important benefits or outcomes of this special project?

### ***Related Efforts***

8. 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?
9. Has there been any spin-off work or follow-on work related to this project?

### ***Communication/Dissemination***

10. List publications, presentations, websites, and other forms of formal dissemination of the project deliverables, tools, or results, including those that are *planned* or *in process*.
11. Please characterize your efforts to distribute and encourage use of products, processes, programs, etc. developed through this grant.

### ***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?

### ***Attachments***

14. Please attach any reports or materials developed through the grant.



## Final Financial Report Instructions

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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 ( <a href="http://www.GLFT.org/grants/GLFT_budget_def.html">www.GLFT.org/grants/GLFT_budget_def.html</a> ).
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 II. See 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.	<b>Cash basis:</b> The cost of goods and services is recorded when they are received and paid for within the statement period.  <b>Accrual basis:</b> 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	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

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 the resulting balance to be 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