



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 Great Lakes Fishery Trust (GLFT) website (see below)
2. A narrative response to GLFT final report questions (see following section)
3. A financial report accompanied by financial documentation verifying expenditures (form and instructions attached)
4. A brief project summary (see below)

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 a general audience. 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 email address for each.)
- **Grant Amount:**
- **Time Frame:**
- **Focus Area:**
- **Brief Project Summary** (In 75 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 or 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 identify and summarize the key results of the project (products developed, outreach engaged in, participation/use of materials achieved, feedback received, etc.).

Products and Resources

List and provide addresses for related websites developed for or through the project that provide additional information. Provide the site title, full address, and a brief (one to two 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. 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 descriptive as possible. The GLFT uses this information for internal evaluation purposes as well as directing the public to the access site (via the Pier Michigan website: www.piermichigan.org). For projects that only conducted feasibility studies or engineering and design, respond to the questions with the anticipated benefits that occur if/when construction is completed.

6. Describe the access structure (i.e., length, width, location, design, etc.).
7. Answer the following questions:
 - a. How do visitors access the structure (e.g., 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 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 met? Why or 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 (via mail) 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 standalone 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 spinoff work or follow-up work related to this project?

Reflections

12. Please describe any unanticipated benefits, challenges, 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?