Coastal Resilience & Tree Fund Final Report

A final report is required for all projects. Previously submitted interim reports will not be accepted in lieu of a final report. Final reports should be sent to grants@wetlandswatch.org and are due within 60 days of the final disbursement of funds or notification of project completion, but no later than July 31, 2024. The purpose of the final report is to assess and analyze the process, the success of the project, the impact on the community, and to provide feedback on how to improve the grant program and its administration.

The final report must include:

- Project summary page including the following information:
  - Grant Recipient
  - Contact Person
  - Contact Email
  - Project Title
  - Project Type
  - Project Number
  - Grant Period
  - Project Description
  - Location
  - Grant Amount
  - Project Start Date
  - Project Completion Date

- Financial statement and verification of all CRTF-funded expenses
  
  Attach a financial statement showing all CRTF-funded project expenditures and verification. Settlement statements, bills of sale, copies of invoices, contracts, canceled checks, etc., should be submitted to support expenses. Refer to the CRTF Grant Manual for eligible expenses.

- Total expenditures of CRTF funds

- Project narrative
  
  Include specific activities undertaken and/or completed using CRTF funds; changes to the scope of work, timeline, or budget; and a list of deliverables.

- Outcomes & Impact
  
  Describe the outcomes achieved to date, including impacts to site and/or community resilience, community engagement and outreach, benefits to wildlife, etc.

- Lessons Learned
  
  What challenges did you face in completing the project and how did you overcome them? Are there any takeaways that you’ll apply to future projects?

- Photos of completed projects (excluding Capacity Building)

- Copies of plans, resources or other deliverables developed with CRTF funds

- Supplemental
  
  Include any additional information you would like to share about the project or any suggestions on how to improve the grant administration of the CRTF.