**EMSWCD PIC Grant Final Report Template**

The final report should summarize in 2-4 pages the highlights of the project – including progress and results, success and challenges, lessons learned, future plans, and any additional information you’d like the EMSWCD to know about. If possible, the final report and attachments should be submitted electronically to save resources

1. **TITLE SECTION**

This should include: Project number and name/acronym, Final Report, author(s), contact person, date.

**2) Progress and Results**

1. Describe the progress made toward the goals and specific activities as stated in the approved Scope of Work.
2. Summarize project outcomes and measures of success. Describe who benefited from the work, how, and why. Include the impact the grant made on your organization, community, natural resource, or population served. Please include specific metrics in this section referring back to your scope of work (e.g. acres or square feet of riparian/upland habitat restored, linear feet of stream banks restored, acres or square feet of weeds treated/removed, number of native plants/trees planted, gallons of stormwater managed on-site, number of volunteers engaged, number of volunteer hours, number of youth/adults reached through an environmental education program, square feet of garden plot created, etc.)
3. **Successes and Challenges**

Describe any successes and challenges (both anticipated and unexpected) encountered related to the funded grant.

1. **Lessons Learned**
2. Describe the most important results/lessons learned from the project.
3. What did you learn that would be valuable to share with others working in your field?
4. If you were to undertake this project again, what would you do differently?
5. **Future plans**
6. What are your plans for this project in the future?
7. If you plan to continue this project, based on what you learned, how would you improve or change it?
8. Briefly describe your rationale for on-going funding, expansion, replication or termination.
9. **Funds Leveraged**

Did EMSWCD funds help leverage additional support for this project? If so, what were they and how much?

1. **Additional Information**
   1. Please share any anecdotal evidence or stories about this project (dedicated volunteers, population served, partnerships formed, etc.) and add any additional information you think EMSWCD should know about.
   2. Aside from additional funding, how can the District be helpful to you? What would you like the EMSWCD to know about the project that might guide us in developing our future grantmaking priorities?
2. **Attachments (electronic submission is preferred)**

EMSWCD uses electronic images for web and print based publications. Please include a CD or e-mail electronic images (JPG or GIF 500 dpi minimum). We cannot use paper color copies of photographs for publication. Include a list of captions and photo credits as necessary.

Include any additional attachments that would help tell the story. For example, include any media articles/flyers/brochures that were written about the project.