

FWEF REPORT - INTRODUCTION

Submitting reports to the Fish and Wildlife Enhancement Fund (FWEF) is an important component of the funding agreement. It provides an opportunity to explain the overall project, identify expected and unexpected results, and share “lessons learned” and other information that might be useful to applicants with similar projects in the future. It also provides a statement of completion that is necessary for the release of grant funds.

The final report consists of two parts. The first part is a written report addressing the commitments of the funding agreement. The length and format of this portion can vary, however, it should speak to project objectives and activities completed, performance measures, evaluation and follow-up. A “lessons learned” section in this part can be particularly helpful.

The second part provides financial accountability. It should include a list of expenses and be accompanied by photocopies or a digital scan of all receipts. Your organization should keep all original receipts. The total expenditures attributed to the Fish and Wildlife Enhancement Fund should be identified, and any difference between total FWEF funding and actual expenses should be noted. The holdback on FWEF funding will be released upon demonstrated need.

Project reports are to include both the activity report and financial statement.

SECTION A: Activity Reporting Guidelines

Reports should be carefully proofread to ensure accurate content and to avoid mistakes in spelling, grammar, accounting, etc. that might lead to misinterpreted results. There is no specific format for the final report. However, it should be clearly presented and accessible to a wide audience.

The content of the report will vary according to the type of project. Some projects may be able to capture all relevant information in one or two pages. Other reports may be longer due to extended monitoring, the submission of photographs, GPS mapping, primary data, or other relevant information. Keeping in mind that each final report will vary according to project details, most reports may contain the following sections:

1. Executive Summary and Introduction - provides a succinct description on the scope of your project including overall project goals, main objective and results and outcomes, including accomplishments, successes, barriers, challenges.
2. Background - provides context and explains the purpose of the project. This may include an overview of factors leading up to the work, which might include descriptions of previous studies, public discussions or consultations, or efforts to address the issue in question. For some reports, this section may help to explain technical terminology for readers who may not be familiar with the issue.
3. Discussion and Results - Depending on the complexity of your project, you may need to include additional subsections to demonstrate the results of separate project component, and may include:
 - Activities completed
 - Raw data, statistical analyses, and evaluation of results
 - Identify how project has met performance measures
 - Consultants report

- Conference/workshop proceedings document
- Identify project deliverables that were used to demonstrate project success, including outputs and outcomes. Include deliverables that were specific, achievable, realistic, time bound, and both quantitative and qualitative
 - Output refers to the quantity of goods or services produced (e.g. # of brochures printed or distributed, # conference/workshop attendees, # trees planted, etc.)
 - Outcome refers to the change(s) that occurred against baseline data as a result of providing the outputs; although difficult to measure it may more accurately indicate project success (e.g. calculated percent reduction in greenhouse gas emissions as a result of number of trees planted, etc.)
- Attained benefits for the environment, community and economy
- Future use of project results
- Sharing and communication of project results (e.g. website, newsletters, social media, etc.)
- Actions taken to reduce environmental impact of project
- Overall project evaluation, conclusion and success
- Short and long term sustainability of the initiative (i.e. will project continue without further funding support)
- External project evaluation (e.g. evaluation or survey results)
- Other fish and/or wildlife enhancement opportunities to be undertaken in the future.

4. Financial Information (see Section B - Financial Reporting Guidelines)

This section provides a list of project funding sources and expenditures that match the attached or scanned copies of receipts/invoices. Basic accounting principles should be used to demonstrate the balance of funds received and expenses incurred.

5. Appendices - photos, maps, data tables, graphs, or other information.



FWEF Reporting Guidelines

SECTION B: Financial Reporting Guidelines

The *Financial Report* is to be submitted on an interim basis, if applicable, and on a final basis. The Recipient shall operate and maintain financial records in accordance with generally accepted accounting standards. An *Activity Report* (see section A) should accompany the *Financial Report*. All revenues and expenditures relating to project activities are to be reported. Copies of all documentation for expenditures incurred of actual project costs (e.g. receipts, invoices, cancelled cheques, etc.) may be requested.

- INTERIM REPORT FINAL REPORT

FWEF Project #										
Project Title										
Grant Recipient:										
FUNDING SOURCES						Cash	In-kind	Total		
FWEF - WES/FES advance payment								\$0.00		
FWEF - WES/FES holdback (x%)								\$0.00		
								\$0.00		
								\$0.00		
TOTAL						\$0.00	\$0.00	\$0.00		
PROJECT EXPENDITURES		Budget FES	FES Expenses Claimed	Variance	FWEF %	Project Budget	Total Cash Actual	In-kind	Cash Variance	Cost %
Salaries/Wages		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	
Equipment & Supplies		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	
Materials & Supplies		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	
Administration & Other Costs		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	
TOTAL		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
Variance							\$0.00			

FWEF Reporting Guidelines

Project expenses may also be listed in a table format with a brief description. Each expenditure should be accompanied by a photocopy or digital scan of the related receipts. These should be individually numbered and match the summary description.

ITEM	TOTAL COST	DETAILED BREAKDOWN (of Total Cost)
STAFFING AND PERSONNEL COSTS:		
COMMUNICATION COSTS:		
Includes the purchase of information material related specifically to the project and the development of information packages, reports or related material that may be necessary.		
TRANSPORTATION COSTS:		
MATERIALS, SUPPLIES AND EQUIPMENT COSTS:		
Includes office supplies, telephone charges, postage, printing and copying or other coordination costs associated with the Project. <i>Note: Capital costs for the purchase of computers and printers are <u>not</u> eligible.</i>		
PROFESSIONAL SERVICES:		
Translation Includes costs related to translation services related specifically to project.		
Interpretation Includes costs related to interpretation services related specifically to the project.		



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ITEM	TOTAL COST	DETAILED BREAKDOWN (of Total Cost)
<p>Professional Fees – Technical Includes reasonable fees associated with costs related to obtaining independent technical advice or services (such as legal, scientific and industry related expertise); allowable only if an advance agreement has been reached between the province and the recipient; eligibility of these costs will be determined on a case by case basis.</p>		
<p>Professional Fees – Other Includes reasonable professional service costs including accounting, auditing and other professional costs related to accountability under the terms and conditions of the Funding Agreement. <i>Note: Administration costs associated with the Province coordinating on behalf of an applicant and legal litigation costs are not eligible for funding.</i></p>		
TOTAL		

No.	FWEF Expenditure - Summary Description	Amount
ex.1	Purchase office supplies (paper, ink, staples)	\$44.79
ex.2	Consultant	\$500.00
	Page Total (carry forward to additional pages, if necessary)	\$
	TOTAL EXPENSES	\$