

# **FISH AND WILDLIFE ENHANCEMENT FUND**

## **GUIDELINES for FINAL REPORT**

### **INTRODUCTION**

Submitting a final report to the Fish and Wildlife Enhancement Fund (FWEF) is an important component of the funding agreement. It provides the 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 project ideas in the future. It also provides a statement of completion that is necessary for the final release of funds.

The final report consists of two parts. The first part is a written document addressing the commitments of the funding agreement. The length and format of this portion can vary, but it should speak to project objectives, 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 10% holdback on FWEF funding will be released upon demonstrated need.

### **GENERAL CONSIDERATIONS**

The FINAL REPORT is a formal document. Submissions should be carefully proofread to ensure accurate content and to avoid mistakes in spelling, grammar, accounting, etc. that might lead to misinterpreted results.

**FORMAT:** There is no specific format for the final report. However, it should be clearly presented and accessible to a wide audience.

**CONTENT:** This will vary according to the type of project. Some small 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 final reports will contain the following sections:

### 1. Introduction

The introduction should provide a succinct description that provides the reader with sufficient information on the scope of your project and results.

### 2. Background

A short background of the project is helpful to provide context and explain 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, the Background section will help to explain technical terminology for readers who may not be familiar with the issue.

### 3. Results

This section is one of the most important parts of the final report. Depending on the complexity of your project, you may need to include additional subsections to demonstrate the results of separate project components.

### 4. Implications

Where the project reveals other potential enhancement opportunities for fisheries in Manitoba, your report may identify these and indicate how these might be undertaken in the future.

### 5. Financial Information (see Appendix 1)

This section provides a list of 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.

### 6. Appendices

You may have photos, maps, data tables, graphs, or other information that you would like to include as appendices. If these are referred to in the main document, they should be appended directly. If they are a standalone (e.g., photographs of an event) that does not relate directly to information contained in the final report, they can be sent as a separate document or electronic file.

