
Electronic versions of all forms are available at
<https://www.nationalforests.org/grant-programs/reporting>

UPDATE REPORT:

The Update Report should be a concise (1-2 page) narrative summarizing project progress typically for the first half of the award term, although some awards have different requirements. Consult your award agreement for timing of update reports. The narrative should touch upon key points listed in the final report narrative (below) and cover the period from award start to the last day of the reporting period.

Include a signed and dated *NFF Financial Report Form* with your Update Report. If the project is delayed or no funds have been expended, submit a brief statement to this effect, and describe the projected implementation timeline.

Update Report Checklist

- Project ID Included On All Documents
- Narrative Summary
- Signed** and **Dated** Financial Report

FINAL REPORT:

The final report summarizes the accomplishments of the grant. It must contain the following components:

A. *Final Report Cover Sheet*

Complete the *NFF Final Report Cover Sheet* summarizing the tangible accomplishments of your NFF award. Results reported on the form **must** parallel what is reported in the narrative.

B. *Narrative Summary*

Provide a succinct, thorough account of the work accomplished, and its significance. In 3-5 pages, respond to the following:

Final Report Checklist

- Project ID Included On All Documents
- Final Report Cover Sheet
- Narrative Summary
- Financial Report **Signed** and **Dated**
- 3-4 jpeg or bmp images
- Press Coverage, Grant Products

1) Progress toward achieving grant objectives:

- a) What did your organization set out to accomplish with the use of the CCLS funds?
- b) Did your organization achieve your objectives? Why or why not?

2) Progress toward increasing organizational capacity:

- a) How has your organization increased its capacity as a result of this grant?

3) Progress toward collaborative capacity and agreement:

- a) What steps has your organization taken towards collaborative agreement on the design and implementation of watershed and/or landscape scale restoration projects?
- b) What internal obstacles did your organization encounter, if any, and how were they dealt with?

- c) What external barriers to collaboration did your organization experience, if any, and how did this grant assist in resolving them?

4) Landscape size:

- a) How many acres is the landscape you are working on as an organization?
- b) How many acres of that landscape were you working to impact through CCLS funds?

5) Progress towards removal of restoration barriers:

- a) How many acres did you make progress on through either the development of actionable plans or direct work?
- b) How will restoration plans, actions and treatments accomplished as a result of receiving this grant help to remove barriers to enhanced landscape-scale or watershed restoration?

6) Progress toward building local capacity related to employment and economic impacts:

- a) What steps has your organization been able to make towards the ancillary benefits of facilitating job retention and creation and/or business development in your region? As applicable, describe the use of local contractors, the production of local products, or other related outcomes.
- b) What benefits were economic benefits anticipated? What benefits have been realized?
- c) What obstacles did your organization experience on this topic and how did you address or overcome them?

7) General comments and lessons learned:

- a) Are the outcomes different than what your organization initially expected? If so, how and why?
- b) What are the positive and negative lessons that your organization will take away from this experience?
- c) If your organization were to start the grant over again, what would you do differently?

8) Additional Outcomes:

- a) How many people participated in your collaborative process?
- b) How many formal meetings took place?
- c) How many acres were planned to receive treatment and/or treated?
- d) If you did outreach, how many new entities were contacted?
- e) Has the number of partner organizations involved changed over the term of the grant? How so? Who is now involved that wasn't involved at the beginning of the grant?

C. Financial Report

Include a **signed and dated** *NFF Financial Report Form* with your Final Report showing all expenditures and in-kind contributions pertaining to the project. Any unexpended NFF funds must be returned at the end of the award period. Any changes of more than 10% of the award amount must receive prior approval by the NFF.

A final report will not be accepted without the inclusion of the signed and dated financial report.

D. Digital Images, Press Coverage and Grant Products

Provide 3-4 digital images (jpeg or bmp) showing how the funds were spent or helped accomplish the organizational objectives (yes even, photos of people meeting are great!). High resolution images are preferred. Include copies of any articles (newspaper, magazine, etc.) or website links featuring the project. If funding was used towards the production of any materials or plans, include at least one copy.

REPORT SUBMISSION

Upload report as a combined pdf (preferred) or individual documents to:

<https://www.nationalforests.org/grant-programs/reporting>

Once on the page, use the password **forests** to complete the upload.

Files must be clearly named to be accepted. Combine all documents: Coversheet, Narrative, Signed Financials, Press Releases into one PDF. Use the following naming convention:

Project # Organization Name FINAL REPORT

Example:

RI-709 Forest Futures FINAL REPORT

Final Report Only: Include high quality (~3 MB) photos separately with this naming convention:

Project # Organization Name PHOTO #1