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

**UPDATE REPORT** (If Required)

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**  
(If Required)

- 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. *Executive Summary***

Provide a one to two paragraph summary of project objectives, accomplishments, and performance on goals.

**C. *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
- Executive Summary
- Narrative Summary
- Financial Report **Signed** and **Dated**
- 3-4 jpeg or bmp images
- Press Coverage, Grant Products

- 1) What were the goals and objectives of the project? Did you meet them? Why or why not? How do you know?
- 2) What were the tangible outcomes of this project? In other words, what's different now compared to before the grant started? Please quantify results as appropriate. Were there intangible outcomes that also occurred? If so, what were they?
- 3) How did you share project results with the surrounding community? If you have additional plans to share project results, please briefly describe them.
- 4) What other partners were involved in the project and what was the nature of their involvement?

- 5) What were the biggest challenges encountered during the course of the project? How were they addressed or overcome?
- 6) List what you would do differently if the project were to be repeated. If another organization were to take on a similar project, what advice would you give them?

#### **D. 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. If project matching contributions are required, ensure the matching requirements are met at the close of the project.

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

#### **E. Digital Images, Press Coverage and Grant Products**

Provide 3-4 digital images (jpeg or bmp) illustrating project results, methods, physical locations, before/after or other relevant images documenting the project. 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 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