Access Fund Climbing Conservation Grant Final or Interim Report

A final report is due to Access Fund within 30 days of completion of the project. If the project is not completed within the same year that the grant money was awarded, grant recipients will need to submit an interim progress report by the end of that year. If the project cannot be carried out or is completed at less than budgeted all unused funds shall be returned immediately to the Access Fund.

**Part 1 Awardee Contact Information**

|  |  |
| --- | --- |
| Organization: |  |
| Contact person’s name (first and last): |  |
| Contact person’s title: |  |
| Contact email address: |  |

**Part 2 Project Information**

|  |  |
| --- | --- |
| Project title: |  |
| Project start date: |  |
| Project end date: |  |
| Grant amount received: | $ |

**Part 3 Interim Update –** skip to part 4 if your project is complete.

|  |
| --- |
| Describe the goals you have accomplished so far and how those achievements fit into the outcome that was discussed in the original project proposal (1/2 page limit). |
|  |

|  |
| --- |
| Outline any unpredicted setbacks that were encountered (1/2 page limit).  |
|  |

|  |
| --- |
| Describe the anticipated completion date and the steps you will take to complete the project within that time frame (1/2 page limit).  |
|  |

|  |
| --- |
| Would Access Fund input be helpful for the remainder of the project? List out the opportunities for staff to assist (1/2 page limit).  |
|  |

**Part 4 Final Report** – fill out this section if your project is complete.

|  |
| --- |
| Summarize the project including a discussion of the project outcome(s) relative to the proposed scope of work in the original project proposal. The summary should identify important milestones, completion dates, and how results were measured (1/2 page limit). |
|  |

|  |
| --- |
| Describe how Access Fund grant money was used to complete the project. Include the items or services purchased and how those expenses were used to reach the goal of this project (1/2 page limit). |
|  |

|  |
| --- |
| If this was a research project, please describe how the results were disseminated and provide a link to the results or attach the results (1/2 page limit). |
|  |

|  |
| --- |
| If applicable, explain any changes made to the original application as well as any unanticipated outcomes (1/2 page limit).  |
|  |

|  |
| --- |
| Did Access Fund staff provide any advice or guidance for this project? If not, describe how staff could have assisted (1/2 page limit).  |
|  |

**Part 5 Budget** – complete for both final and interim reports.

|  |
| --- |
| For final reports, list all itemized expenses used for this project. For interim reports, list expenses spent so far in the project. *Awardees may also attach a separate budget.*  |
| **Item**  | **Cost** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| **Total cost** | **$** |

**Part 6 Attachments**

* Photos if applicable that show before and after shots of the project area, volunteers in action, or any other relevant images.
* Copies of any print media coverage or printed outreach materials produced as a result of the project and/or electronic links and references to any electronic media or products related to the project.