# STEWARDSHIP FINAL REPORT GUIDELINES

Final reporting requirements consist of:

1. A completed profile of the grant for posting to the public Great Lakes Fishery Trust (GLFT) website (see below)
2. A narrative response to GLFT final report questions (see following section)
3. A financial report accompanied by financial documentation verifying expenditures (form and instructions attached)
4. A brief project summary (see below)

## PROJECT PROFILE

Your profile should be no more than three pages in length (preferably two). As it will be published to the GLFT website, please strive to communicate in language accessible to a general audience. The primary intended purposes of the profile are to (1) provide an overview of the work funded by GLFT and characterize results and achievements in an accessible manner, and (2) help interested parties access further resources or materials germane to the effort. The profile should follow this format:

### *Synopsis*
- **Project Title:**
- **Grantee Organization:**
- **Project Team** (Please list all members of the project team who should be credited with contributions to the work, including name and institutional affiliation)
- **Contact Person** (Please identify the person(s) who should be contacted with questions about the work, providing a name, institutional affiliation, and e-mail address for each.
- **Grant Amount:**
- **Time Frame:**
- **Focus Area:** Stewardship
- **Brief Project Summary** (In 100 words or less, provide a summary of the project, including its purpose and key results.)

### *Project in Context*

This orientation to the project should provide key background information on its purpose, location (where appropriate), and broader significance. You may wish to consider:

- Background research identifying a need for the work
- Stakeholder identification of a need for the work
- Specific focus of the work as it relates to Great Lakes ecology/resources
- Relationship to other, related products/services/programs
- Intended audience/population to be served

### *Goals of the Effort*

In this section, identify the key goals and/or the specific purpose of the effort.

### *Results*

In this section, briefly identify and summarize the key findings or results of the project (products developed, outreach engaged in, participation/use of materials achieved, feedback received).

### *Products and Resources*

List and provide addresses for related websites that provide additional information or were developed for or through the project. Provide site title, full address, and a brief (one to two sentence) description of the relevant content.

List any other communications outlets, publications, media coverage, etc. for the work. If these are available online, please hyperlink the listing. Items that are *planned* or *in process* should be so designated.

## FINAL NARRATIVE REPORT

### *Background/Overview*

1. Briefly summarize the project description as outlined in the original proposal.

2. Was the project completed as originally intended? If not, indicate how the final outcome(s) differed from what was anticipated. Does your experience suggest that original expectations were realistic? What factors hindered or helped progress?

### *Outcomes*

3. What activities were pursued in relationship to intended outcomes, and to what extent did you achieve the following intended outcomes listed in your proposal? (Merge intended outcomes from proposal.)

4. What audience(s) were you particularly hopeful of reaching? To what extent did you reach them? Did you receive any feedback?

5. What relationships or opportunities were developed or strengthened through the work?

6. Was an evaluation included as part of this project? If so, what were the key findings? (Please attach a copy of the evaluation report).

7. Whether they were intended or unintended, what do you consider the most important benefits or outcomes of this stewardship project?

### *Related Efforts*

8. Was this project a standalone effort or was there a broader effort beyond the part funded by the GLFT? Have other funders been involved either during the time of your GLFT grant or subsequently?

9. Has there been any spinoff work or follow-up work related to this project?

### *Communication/Dissemination*

10. List publications, presentations, websites, and other forms of formal dissemination of the project deliverables, tools, or results, including those that are *planned* or *in process*.

11. Please characterize your efforts to distribute and encourage use of products, processes, programs, etc. developed through this grant.

### *Reflections*

12. Please describe any unanticipated benefits, challenges, surprises, and/or important lessons learned over the course of the project.

13. What recommendations (if any) would you make to other project directors working on similar efforts or to the GLFT?

### *Attachments*

14. Please attach any reports or materials developed through the grant.