

Sierra Nevada Conservancy-Progress Report

Sierra Nevada Conservancy Grant Program Safe Drinking Water, Water Quality and Supply, Flood Control River and Coastal Protection Act of 2008 (Proposition 84)

Grantee Name: **INSERT**

Project title: **INSERT**

SNC Reference Number: **SNC XXXXXX**

Submittal Date: _____

Report Preparer: _____

Phone #: _____

Check one:

_____ **6-Month Progress Report**

_____ **Final Report**

6-Month Progress Reports should reflect the previous six months. Final Reports should reflect the entire grant period.
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- A. Progress Report Summary:** (Please provide a general description of work completed during this reporting period.)
- B. Deliverables or Outcomes completed during this Reporting Period or Milestones Achieved:** (Include specific information, such as public meetings held, agency participation, partnerships developed, or acres mapped, treated or restored.)
- C. Challenges or Opportunities Encountered:** (Please describe what has worked and what hasn't; include any solutions you initiated to resolve problems. If your project is not on schedule, please explain why here.)
- D. Unanticipated Successes Achieved:** (Please describe any additional successes beyond completing scheduled tasks or meeting scheduled milestones.)

- E. Compare Actual Costs to Budgeted Costs:** (Please refer to your grant agreement to list your deliverables/budget categories and budgeted costs compared to actual costs incurred during this reporting period in the table below.)

PROJECT BUDGET CATEGORIES	Budgeted SNC Dollars	Actual Dollars
GRAND TOTAL		

Explanation: (if needed)

- F. Do you have information to report on the project-specific Performance Measures for your project?** (If so, please list the Performance Measures below and describe your progress.)

- G. Were there any other relevant materials produced under the terms of this Agreement that are not a part of the budgeted deliverables? If so, please attach copies.** (Include digital photos, maps, media coverage of project, or other work products.)

- H. Next Steps:** (Work anticipated in the next 6 months, including location and timing of any scheduled events related to the project.)

Please Complete this Section for FINAL Report ONLY

Capacity-Building Results and Collaboration and Cooperation with Stakeholders:

(What partnerships did you initiate or strengthen as a result of this project? How did they affect the project outcome? If applicable, how did this grant increase your organization's capacity? What is your plan to sustain this increase?)

Description of Project Accomplishments:

1. Most Significant Accomplishment

Describe in one concise, well-written paragraph, the most significant accomplishment that resulted from this grant.

2. WOW Factor

If applicable, please describe anything that happened as a result of the project or during the project that is particularly impressive.

3. Design and Implementation

When considering the design and implementation of this project, what lessons did you learn that might help other grantees implement similar work?

4. Indirect Impact

Please describe any indirect benefits of the project such as information that has been developed as a result of the project is being used by several other organizations to improve decision-making, or a conservation easement funded by this grant that encouraged other landowners in the area to have conservation easements on their property.

5. Collaboration and Conflict Resolution

If you worked in collaboration or cooperation with other organizations or institutions, describe those arrangements and their importance to the project. Also, describe if you encountered conflict in the project and how you dealt with it, or if there was conflict avoided as a result of the project.

6. Capacity-Building

SNC is interested in both the capacity of your organization, as well as local and regional capacity. Please describe the overall health of your organization including

areas in need of assistance. SNC is interested in the strength and involvement of your board, significant changes to your staff, size and involvement of membership. In addition, describe how your project improved capabilities of partners, or the larger community.

7. Challenges

Did the project face internal or external challenges? How were they addressed? Describe each challenge and any actions that you took to address it. Was there something that SNC did or could have done to assist you? Did you have to change any of your key objectives in response to conditions “on the ground”?

8. Photographs

Grantees are strongly encouraged to submit photos, slides or digital images whenever possible. These images will be used for SNC publications such as annual reports or on the website. Please make sure you clearly identify location, activity, and your project with each submitted image. Images will be credited to the submitting organization, unless specified otherwise.

9. Post Grant Plans

What are the post-grant plans for the project if it does not conclude with the grant? Include a description of the following (if applicable): (1) Changes in operations or scope; (2) Replication or use of findings; (3) Names of other organizations you expect to involve; (4) Plans to support the project financially, and; (5) Communication plans?

10. Post Grant Contact

Who can be contacted a few years from now to follow up on the project? Please provide name and contact information.

SNC-approved Performance Measures: (Please list each Performance Measure for your Project, as identified in your Grant Agreement, and the results/outcomes.)

Sierra Nevada Conservancy Grant Program Project Reporting Guidelines

Progress Reports are required periodically throughout the term of the Grant Agreement (Refer to Exhibit B of the Grant Agreement). These reports will allow you and the Sierra Nevada Conservancy (SNC) to see the degree to which the project is on track and achieving your projected outcomes. Your Progress Reports will further provide the SNC with information that will help us to explain your work to the Board Members and various other audiences. Timing of Progress Reports is specified in the Project Schedule included in Exhibit A of the Grant Agreement, but generally every 6 months until completion of the project.

A Progress Reporting Form is provided to Grantees on the SNC Website. **Six-month Progress Reports** should reflect the previous 6-month period; **Final Reports** should address each question for the entire grant period – looking at the project as a whole.

The form specifies the items you will need to report on. For the Six-Month Interim Report these include, but are not limited to: *A Progress Report Summary of work completed, Deliverables or Outcomes Completed, Challenges or Opportunities Encountered, Unanticipated Successes Achieved, Actual Costs compared to Budgeted Costs, Any Additional Relevant Materials Produced, and Next Steps.*

The Final Report will include additional information, such as: *Resources Leveraged, Capacity-Building Results and Collaboration and Cooperation with Stakeholders, a Description of Project Accomplishments, and SNC Approved Performance Measures.*

Please make sure that you submit complete reports by the dates requested in your Grant Agreement.