



DISNEY WORLDWIDE CONSERVATION FUND ANNUAL GRANTS  
FINAL REPORT INSTRUCTIONS

**Final Report Instructions**

*To remain eligible for future funding, organizations must submit final reports online within one year of funding and progress reports on any current Disney-funded projects with any new applications for funding. Even if the project is continuing we ask for a final report to detail the activities of the year in which the program was funded. **You will receive an email prompting you to submit your report online.***

*We encourage video and require photo documentation be submitted alongside this report so we may share your work as appropriate. Please fill out the report form and include supporting documents where applicable. Photos can be sent separately, instructions can be found at the end of this document. You can delete the italicized sections of this template before you submit it to us.*

**DISNEY FINAL REPORT**

**U.S. Organization Name:**

**Organization Funded (if different):**

**Project Title:**

**Grant Amount:**

**Name of Project Primary Investigator:**

**Name of Person Completing this Report (if different):**

**Address:**

**Phone:**

**Email Address:**



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**What was the major goal of this project? Did you accomplish what you had planned?**

*Please provide a clear summary, which addresses the main goals, findings and successes of the project to date, including specific geographic regions, and/or species involved.*

**What were your key accomplishments?**

- *Please cite in BOLD bullet form specific findings in summary points, including any “firsts” in the field-- species identified/rediscovered, habitat protected/ purchased, local people employed, children involved/educated, etc.*

**What will it take to ensure the long-term success of your project?**

*Please include additional comments and conservation priorities for the region encompassed by this project.*

**Partnerships**

*What other local and international organizations were involved in this project or assisted in funding or supporting it?*

**Share a meaningful experience or learning from your involvement with this program, or a story of how the project affected people or wildlife.**

**Supporting Resources**

*Broad Category Overview of Budget Expenditures (The DWCF may ask for more financial detail should the budget expenditure differ greatly from what was outlined in the initial proposal):*

*(Just an example, can be free form)*

BUDGET ITEM <i>(you may add lines as needed)</i>	BUDGET AMOUNT
Project Personnel	
Transportation Expenses	
Lodging, Meals	
Equipment	
Supplies	
Miscellaneous Expenses	
<b>Administrative Overhead: NOT COVERED</b>	
<b>TOTAL in US \$ <i>(rounded to nearest \$50)</i></b>	



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**Any supporting findings or outcomes?**

*Include any additional findings or outcomes and any charts, figures, etc. that support the overview provided in the first section.*

**Photos**

*For each final report we require at least three photos, 300 DPI jpeg files descriptive of your project, with appropriate captions, which may be used to illustrate the types of projects funded through the Disney conservation awards. Photos and caption documents should be sent to us separately using our file relay site, [www.relayit.net](http://www.relayit.net), attention [Corp.Conservation@Disney.com](mailto:Corp.Conservation@Disney.com).*

*The photo should be saved with the following name, (Name of Photographer-brief caption with location mentioned) (Example: Claire Michael-Sand skink relocation in Central Florida). An additional caption sheet should be sent with the photos to provide a broader description. Each caption should include basic information about the animal or action in the photo and significance of the picture, including the name of the photographer and the names of any persons appearing in the frame where possible.*

**Is video available of the project?**    No \_\_\_ Yes \_\_\_

*If yes, and you are comfortable with the terms of use below, please contact [Corp.Conservation@Disney.com](mailto:Corp.Conservation@Disney.com) for either electronic relay or shipping instructions.*

**Terms of Use**

I attest that I am fully authorized to execute this document on behalf of **Organization Name**, which: (a) hereby grants Disney Worldwide Services, Inc., its parent, subsidiary and affiliated companies (collectively "Disney Entities"), the right to publish the attached report and photographs or other images as the Disney Entities may desire, in perpetuity, without any compensation or limitations whatsoever; (b) has provided appropriate photo credits and caption information with the photographs or other images enclosed herewith; and (c) will indemnify, defend and hold harmless the Disney Entities, together with the officers, directors, agents and employees of each, from and against any and all claims, suits, damages, costs and liabilities whatsoever, including reasonable attorney and professional fees (collectively, "Claims"), arising out or otherwise related to the publication of the attached report and images.

\_\_\_\_\_ (Signature)      \_\_\_\_\_ (Date)

\_\_\_\_\_ (Project Title)