

# Final Report Guidelines

Districts must submit a Final Report before or on December 20th of the award year. The CSCB Grant Specialist will review the Final Report using the contract Statement of Work and original application submission.

The Final Report shall include the following and be submitted in the order listed via email:

- Cover sheet that provides district name, project name, name of person submitting final report, date of report submission along with the Final Report narrative (see below for format)
- Documentary photographs of the project that includes at least baseline and project completion photographs. Submit 2 – 6 (NOT MORE) of your best photographs in electronic editable format. Photographs are required to be submitted with your final report.
- Maps showing project location(s). The map should include ALL projects on one map, each project location can be noted by a mark of your choice.
- Proof of notification to the state's Noxious Weed mapping system.  
<https://www.colorado.gov/agconservation/noxious-weed-mapping> (This item only applies to awards that have in part or in whole a Noxious Weed component)
- A publicity article is required to be submitted prior to or at the time of submission of your Final Report.

Submit your report early to allow for time to make corrections if needed.

Final Report Narrative Format, 1 - 4 pages including:

- Provide a short summary of the purpose and outcomes of your grant project.  
This should be a 1-2 paragraph statement outlining your project.
- Describe what natural resource problem(s) the project addressed.
- Describe the actual activities that took place – design, implementation, and evaluation (both how applicants were evaluated and how the overall project was

evaluated). Also, indicate level of public interest generated and numbers of landowners involved.

- Describe the natural resource outcome of the activities and the effect they had on the problem. Include measurable natural resource effects where applicable. For example, acres of weed species treated or grazing management improved, or wildlife habitat created, tons of soil conserved, amount of water conserved/efficiency gains, water quality improvements made, etc. For educational programs indicate numbers and type of people educated, number of educational materials distributed, whether attendees changed behavior/implemented conservation because of the education, etc. Please refer to the table found in the quarterly report. **How did the outcomes compare with expectations stated in your contract Statement of Work and original proposal?** Explain any shortfalls and efforts to address challenges.
- Summarize individual partners' contributions – what they contributed and whether it was hard cash or in-kind match or simply a contribution not used as match. Explain if partners you identified in your application did not make the expected contributions.
- Describe any future planned actions, such as follow-up monitoring of program outcomes for long-term success assessment, dissemination of information to public and future activities to address the natural resource problem this project addressed.
- Document the CSCB Matching Grant award amount received and the award amount expended.
- Bulleted lists may be used instead of narrative where appropriate and effective at communicating multiple items.

Use the table below to quantitatively outline the activities that are expected to be completed.

**\*\*For projects with NRCS oversight or involvement please work with the NRCS directly to obtain the estimated data measurements!**

	Deliverable Data  (Please use the metrics provided when reporting, i.e. Feet, acres, quantity installed, percent, gallons, tons...)	
<b>Number</b> of Landowners Reached		
<b>Number</b> of Youth Reached		
<b>Number</b> of Acres Impacted		
<b>Feet</b> of Trees/Windbreak Planted		
<b>Feet</b> of Fence Built		
<b>Number</b> of Wells Installed		
<b>Number</b> of Livestock Tanks Installed		
<b>Number</b> of Irrigation Systems Installed		
<b>Feet</b> of Irrigation Pipe Installed		

<b>Number</b> of Irrigation Systems Installed		
Efficiency Gains %		
<b>Gallons</b> of Water Conserved		
<b>Tons</b> of Soil Conserved		
<b>Number</b> of Gardens Planted		
Other Quantifiable Impacts Made		