FINAL REPORT GUIDELINES

As your project comes to a close, the time is right to reflect on the planning, implementation, operation and maintenance, and evaluation of your project. Your final report should include a narrative description of your project, accomplishments worksheets, photographs, and in some cases, detailed technical reports. Your final report should be organized as follows:

☐ A. Technical Report – (2-3 Pages)
   ☐ 1. Narrative Description of Project  (please include brief answers to the following questions):
      ☐ a. What was the project supposed to accomplish?
      ☐ b. What you actually did and how it differs from your plan?
      ☐ c. What else needs to be done?
      ☐ d. What problems were encountered and how you dealt with them?
      ☐ e. How your work contributed to solution of original problem or needs?
      ☐ f. How many volunteer hours contributed to the completion of the project?
      ☐ g. Do you have any suggestions to improve the grant process?

☐ 2. Summary in 50 words or less suitable for sharing with the public
☐ 3. Accomplishments Worksheets
☐ 4. Photographs (Digital are preferred)
☐ 5. Detailed Technical Reports where applicable (e.g., assessments, data, rehabilitation plans, stream channel designs, watershed protection and restoration plans) - (Filed at Regional Office or with Project Advisor)