

2017/2018 Marine Protected Area Collaborative Network—Small Grants Program

MPA Collaboratives Small Grants Program Mid-term and Final Grant Report Template

Your contract will include requirements for a mid-term report and a final report. These reports tell the story of your project: what happened, what went well, and what you would do differently.

- The **mid-term report** (3–5 pages) should report on the project to date. Are you on track? Any adjustments to the plan?
- The **final report** (3–5 pages) shall be submitted before the end of the contract period. It should tell the story of your project including what was accomplished and what was learned as a result of the experience.

The mid-term and final reports should include the following categories of information:

1. Executive summary (1 page; see table template below)

Collaborative(s)		
Primary contact person		
Phone		Email
Project title		
Project start date		Project completion date
Total grant amount		
Expenditures		
Summary of goals, objectives, and outcomes		
Additional information		
Signature		Date

2. Project description, goals, objectives, and outcomes (1–3 pages): Provide background information on the project, including:

- a. **Narrative**—Description of what happened, summarizing what was accomplished based on the evaluation metrics, relative to the goals and objectives described in your grant proposal, and considering the following:
 - How has the baseline status (described in the background of the original proposal) changed through the achievement of your project outcome?
 - What did you learn from the project?
 - Were there unexpected developments? How were they handled?

- Were there any unanticipated internal or external factors that impeded or contributed to the success of your project?
 - Did you make any changes to the project partway through, or do you plan to make changes in the future? In hindsight, would you have done anything differently?
- b. **Participants/audience**—Description of project partners, participants, or audience, including how many people you served, where they are from, other demographics (e.g., age or grade level, ethnicity, percent English language-learners) and how you conduct outreach for your project.
 - c. **Copies of media and products**—Media coverage, outreach pieces, curricula, and how-to manuals, including any translations.
 - d. **Optional**—Brief stories and/or photographs illustrating the success of your project submitted via email, for possible use by OPC to publicize the results of the MPA Collaborative Network Small Grants Program.
 - e. **Next steps (if applicable)**—Where do you see this project going? Any future plans or next phases of the effort?
3. **Project budget report (1 page):** Provide a budget report using the template below. Please list the original proposal budget along with an accounting of grant funds spent to date. If there are major deviations or re-allocations from the original proposed budget, add footnotes justifying these deviations to the budget document. Describe the amount and sources of additional funds and in-kind services if applicable. If you have unspent funds and have finished the work that was proposed in the grant, you must return the unspent funds or submit a request to use those funds for other charitable purposes. Receipts are required for all grant categories, as outlined in the proposal and project budget reporting template. Receipts must be submitted with the mid-term and final reports for all funds spent.

	Total Grant Budget	Total Actual Grant Expenses	Variance between Budget and Expenses
Project personnel (salaries and wages)			
Fringe benefits			
Travel			
Supplies and materials			
Contractual services (specify subcontractors)			
Other (please specify)			
Total Direct Costs			
Administrative costs (i.e. overhead)			
TOTAL PROJECT COSTS			

Please refer to your Contract for reporting deadlines. All reports should be submitted to Coastal Quest at info@coastal-quest.org.