**Teton Conservation District**

**TAC Final Report Format Guidelines**

**Deadline - August 1, 2018**

As part of our Technical Assistance Cost Share (TAC) Grant agreement, a Final Report is required. Reports may be included with TCD’s Annual Report. Responses to the first four sections should not exceed three typed pages (12-point Times New Roman font, single spaced, with 1-inch margins). Also, include the **HEADING** provided for each section (except photos). It is not necessary to repeat the text of the questions. Project photos are required.

1. **PROGRESS AND RESULTS.**
2. Describe the progress made toward the goals and objectives stated in the funded grant application.
3. Summarize key results related to the funded grant.
4. **SUCCESSES AND CHALLENGES.**

Describe any significant successes and challenges of this project.

1. **LESSONS LEARNED.**

Describe any lessons learned based upon the results, successes, and challenges of this project. Discuss any programmatic changes that resulted from this project.

1. **ADDITIONAL INFORMATION.**

Describe any project details requiring additional explanation.

1. **PROJECT PHOTOS.**

Include photos, .jpg format, supporting the Final Report with captions and photographer credits. Photos may be posted to TCD website.

1. **GRANTEE FINANCIAL REPORT**.

Please fill out the TCD Grantee Financial Report form (see next page), and include as last page of Final Report.

Coordinate Final Report submittal with the TCD staff member that you worked with, or Emily Hagedorn, Administrative Manager, [Emily@tetonconservation.org](mailto:Emily@tetonconservation.org) or (307) 733-2110. ***Reports are due by August 1, 2018. Let us know if you have any questions. Thanks!***

**Teton Conservation District Grantee Financial Report – FY 2018**

Grant Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Awarded: / /

Grantee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Reporting Period: [ ] FY 2017 (July 1, 2017-June 30, 2018) [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Funding Provided by TCD: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Less TCD Grant Funds Expended: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TCD Grant Funds Unexpended Balance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: If an unexpended balance exists, please attach an explanation and timeline of anticipated expenditures.***

Please Update the Grantee Contact Information:

Contact/title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone & Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Grantee Printed Name of Grantee

*I certify that to the best of my knowledge and belief the information above is correct and that all outlays were made in accordance with the grant conditions or other agreement.*