



## The Watershed Institute Grant Program Interim Report Guidelines

*Please include all items outlined below for the Interim Narrative and Financial Reports due July 9, 2021. Projects are to be completed by December 3, 2021. The final report will be due December 10, 2021 (unless an extension has been granted in writing by the Outreach Specialist).*

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### **Narrative Report**

No more than 5 pages, minimum 11 point font

1. **Contact Information:** Organization, contact person and title, address, phone, and email
2. **Overview:** Describe the project implementation thus far. If any changes have occurred, indicate specifically what has changed and why.
3. **Results:** Describe how well the project is accomplishing the goals as outlined in the proposal (accounting for any modifications required by the Outreach Specialist. If outputs, outcomes, or evaluation strategies have changed, indicate how and why.
4. **Next steps:** Discuss the steps to be taken to ensure project completion, including an anticipated timeline. If the project is not expected to be completed by December 3, 2021, please notify the Watershed Institute Outreach Specialist as soon as possible.
5. **Future impact:** Discuss the details of how the organization intends to sustain this project beyond the grant period, if applicable, and use the work completed through this grant to further its mission. Describe the impact of this grant on your organization.
6. **Stories and vignettes:** If there are stories, descriptive feedback, or anecdotes that demonstrate the impact of your project, please share them. These can be your observations, things you have heard from people you have engaged with, feedback you have received as part of your evaluations, etc.
7. **Other notes:** Include any other relevant details in this section. If there were particular notes given by the Outreach Specialist at the check-in meeting that haven't been addressed through the sections above, address them here.

### **Financial Report**

Please use the Financial Reporting Forms available on the Institute's website at <http://www.thewatershed.org/current-institute-grant-cycle>. In the "Grant Award Expenditures" table, indicate how the funds provided by the Institute were spent. In the "In-kind Expenditures" table, indicate any additional funds from other sources. In "Appendix A," indicate expenses for which you have receipts or invoices, such as payments to vendors or contractors. Please do not submit receipts; keep them with your own records.

**Completed projects**

If your project is completed by the deadline for the Interim Report, please consider this your Final Report and also include:

1. Copies of relevant materials developed with the grant (deliverables).
2. Summary of media attention (Log of press hits, including links to news articles if applicable)
3. Lessons learned that you would share with peers working on similar projects to maximize their impact

**Please email your Interim Report to [poliveira@thewatershed.org](mailto:poliveira@thewatershed.org) by July 9, 2021**