Items to include in your WLCF Grant's Final Report – due Nov 16/26

Proponent :
Project Title :
Applicant Address :
Contact Information :
Date Submitted :

The final report should include answers to the following questions. It can be in bullets or in paragraph form, but please consider all Questions 1 through 9 below, add photos, and don't forget the Excel summary.

Project overview.

1) What was proposed, and how much of that got done?
   a) What went exactly as planned?
   b) What unexpected things happened?
      i) Funding? Logistics? Community involvement? Weather? Extra Support?
   c) What barriers were experienced, how were they managed?
      i) Did the project scope or scale change from what was proposed?
2) How did you bring awareness of the project and/or the WLCF and its operations to the greater community?
   a) Any permanent WLCF recognition?
   b) Other forms of WLCF recognition?
   c) How many people do you feel benefited from this project?
   d) How many people do you feel learned something about the WLCF through this project?
   e) Any long-term community benefits that you are anticipating?
3) Please add descriptions to the photos included with this report.

Financial summary - see Excel template available for download

4) Please describe major differences between the application budget and financial summary values in the table (that you're sending separately).
5) List actual expenditures (receipts are not needed, line items summarizing the expenses are adequate. Please show the expenditures in relation to the application budget)

Make it interesting:

6) Do you have plans for subsequent years?
7) New ideas?
8) Major lessons learned?

9) Please provide a separate 75-200 word website-ready summary that will be posted on the WLCF website.

Self-explanatory project summary for the WLCF website.
See examples here:
https://williamslakecommunityforest.com/news/category/2024-community-grant-recipients/ or
https://williamslakecommunityforest.com/news/category/2023-community-grant-recipients/