

## **RESOURCES LEGACY FUND FOUNDATION**

### **Grant Reporting Guidelines**

Grant reports are useful tools that give you an opportunity to convey the information which you feel best captures the work that was done during the reporting period. Your reports will allow you to see the degree to which the project is on track towards achieving your projected outcomes and alter the course of your work as necessary. Further, your reports provide Resources Legacy Fund (RLF) or Resources Legacy Fund Foundation (RLFF) with information that will help us explain your work to various internal and external audiences, as well as use for subsequent evaluations of our grantmaking.

All correspondence with RLF or RLFF should include: the name of the grantee, the grant number, and grant name. In your report, include the grant period, report type (interim, final, or other), and the reporting period.

**Interim Reports** should reflect the previous six months. **Final Reports** should reflect the entire grant period.

When submitting the report(s) that are required under your grant agreement with RLF or RLFF, please include the following information:

**Narrative** Describe progress made toward the original project objectives as noted in your proposal and grant agreement. Include the original project objectives and the indicators you use to measure the conservation outcomes of this project both short and long term. “Conservation outcomes” are the results of your project that advance the objectives that made your project relevant to the PWC program. Include a description of how the organization has or has not accomplished those objectives. Other items to consider in the programmatic review include:

- What were the successes and challenges of your project and key lessons learned?
- How do you intend to share the results of your work?
- What partnerships did you engage in on this project? How did these partnerships affect your work? What worked and what didn’t in collaborating with other groups?
- What is the next phase of this effort?

**Project Outcomes** Use the attached “Project Outcomes” form to briefly summarize the project goals, objectives, and conservation outcomes.

**Financial** Provide a review of the original project budget, including an accounting of grant funds spent to date, especially any funds spent toward direct and/or indirect lobbying activities. Describe the amount and sources of additional funds and in-kind services that contributed to this project. If you have unspent funds and have finished the work that was proposed in the grant, you must return the unspent funds to RLFF or submit a request to use those funds for other acceptable, charitable purposes.

**Other Items** Pursuant to your Grant Agreement, also include the following:

- Digital photographs of your project (if applicable);
- Copies of all printed press coverage of, or references to, your project;
- If a land transaction grant, documentation of number of acres acquired, resources protected, and ultimate ownership;
- If a restoration grant, documentation of the number of acres or river miles restored;
- Confirmation that GreenInfo Network has been notified of a property acquisition (if applicable);
- Confirmation that the restoration or land transaction project has been entered into the Natural Resource Project Inventory (NRPI; if applicable); and
- Any other work products resulting from, or leveraged by, the grant monies.

Submit full and complete reports by the dates requested in your grant agreement. Failure to provide timely and complete reports to RLF or RLFF on your project(s) may result in disqualification for future grants from RLF or RLFF.

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**Submit one (1) electronic copy and one (1) hard copy to the following address:**

**Resources Legacy Fund (or Resources Legacy Fund Foundation)**

Attn: *(name of grant program)*

555 Capitol Mall, Suite 675

Sacramento, CA 95814

[lands@resourceslegacyfund.org](mailto:lands@resourceslegacyfund.org) or [marine@resourceslegacyfund.org](mailto:marine@resourceslegacyfund.org)

RESOURCES LEGACY FUND

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Project Outcomes

Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

Grant #: \_\_\_\_\_

Grant Period Covered by Report: \_\_\_\_\_

Project Outcomes Prepared By: \_\_\_\_\_

Project Goal(s):

Objectives	Progress/Process <i>(description of work to-date)</i>	Conservation Outcomes **

**Lessons Learned:**

*\*\*For the purposes of your report, “conservation outcomes” means the results of your project that advance the objectives that made your project relevant to the program. Such outcomes might or might not be direct. For example, in the case of a land acquisition that directly protects habitat or preserves wildlands, simply stating that it does so will suffice. A capacity building grant that funds a strategic planning process, however, will require a bit more explanation. It is not enough to simply note that the strategic plan was completed; rather it is necessary to indicate that its completion will, for instance, enhance an organization’s capacity to engage effectively in specific conservation activities, and a description of how it will enhance that capacity. Please see the attached examples to assist you in developing your report.*

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**Project Outcomes (Example)**

*Please use the examples below as a guide to help you structure your progress/process and conservation outcomes.*

<b>Objectives</b>	<b>Progress/Process</b>	<b>Conservation Outcomes</b>
<p><b>Acquisition</b>  <i>Acquire 500 acres within the Castle Peak proposed wilderness area.</i></p>	<p><i>Engaged in negotiations with landowners. Conducted appraisal of Smith property. Negotiated a donation agreement with the U.S. Forest Service.</i></p>	<p><i>Acquired 500 acres within the Castle Peak proposed wilderness area, protecting old growth forest and wildlife habitat and transferring property into conservation ownership.</i></p>
<p><b>Capacity Building</b>  <i>Develop a strategic plan for the organization.</i></p> <p><i>Improve board members' capacities to oversee organization.</i></p>	<p><i>15 board members and 4 staff participated in a 2-day strategic planning retreat, resulting in content for a strategic plan and implementation schedule.</i></p> <p><i>Three board members attended a two-day workshop on board member roles and responsibilities.</i></p>	<p><i>Strategic plan drafted and finalized that will help the organization focus its policy and planning efforts in California's national forests.</i></p> <p><i>Three board members have a better understanding of their role in the organization and greater capacity to oversee its land protection efforts.</i></p>
<p><b>Policy</b>  <i>Build a strong constituency of young environmental leaders.</i></p> <p><i>Help guide the county to develop a conservation-friendly General Plan.</i></p> <p><i>Enhance the conservation and wildlands constituency for the San Joaquin River watershed.</i></p>	<p><i>Five youth groups participated in trail maintenance and brush clearing in the Angeles National Forest.</i></p> <p><i>Ongoing informational meetings with the county administrative officer and two supervisors.</i></p> <p><i>Conducted focus groups engaging members of the local community to assess attitudes toward and awareness of the River.</i></p>	<p><i>Brush clearing efforts reduced the risk of fire and exposed youth to local wildlands resources and issues.</i></p> <p><i>Supervisors approved the open space component of the plan supported by the conservation community.</i></p> <p><i>Key findings from the focus groups will guide future outreach efforts in creating the local awareness of and support for the San Joaquin River.</i></p>
<p><b>Planning</b>  <i>Develop a conservation strategy for Big Valley.</i></p>	<p><i>Hosted a conservation planning forum for over 50 conservation, community, and business leaders. Articulated results in a conservation planning document that was reviewed by state and local resource agencies and conservation partners.</i></p>	<p><i>Produced a conservation strategy for Big Valley supported by all stakeholders, which will improve the organization's ability to prioritize strategic conservation actions in Big Valley.</i></p>
<p><b>Restoration</b>  <i>Remove noxious weeds along 1,000 feet of Big Creek.</i></p>	<p><i>Held creek clean-up on June 10, 2006.</i></p>	<p><i>Noxious weeds removed from 1,000 feet of Big Creek frontage, increasing the flow of the creek and providing greater opportunities for native plants to thrive.</i></p>