

Clayoquot Biosphere Trust

Final Report Template for Grant Recipients

The CBT wants to know about the success of your project!

Final reports are due twelve months from receipt of funds. Once complete, please submit electronically to rebecca@clayoquotbiosphere.org. In addition, please attach any press materials or other appropriate materials such as scientific reports, brochures and newspaper articles. Photos are greatly appreciated! All final reports will be posted on the CBT website. Proponents are strongly urged to present their project results at CBT sponsored events in the region. Note: Mac users will not be able to save this form. Please print and submit a hard copy.

1. Organization Information

Organization Name:

Address:

Contact person:

Job Title:

Telephone:

Fax:

E-mail:

2. Project Details

Project Title:

CBT Funding received: \$

Total Project Budget: \$

3. Final Report Questions: Please briefly answer the following questions in point form or paragraph format.

a. If your project has changed from your original proposal, please describe how and why it has changed.



The Clayoquot Biosphere Trust supports research, education, and training initiatives for conservation and community health in the Clayoquot Sound UNESCO Biosphere Reserve Region.
www.clayoquotbiosphere.org



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b. What was the impact of your project at the individual, community and regional level?

c. Describe the community involvement and collaboration with other agencies.

d. What lessons were learned along the way that should be shared with other groups and/or projects?



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e. How have you communicated the results of your project to local residents?

f. How did your project help to achieve the CBT's *Mission*?

g. How did your project contribute to the CBT's *Measuring Community Health Initiative* and/or our **Core Priorities of Healthy Food, Healthy Communities or Youth and the Biosphere?** Please see our website for a description of these projects, including a list of indicators that we are interested in.



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4. Project Budget

We require a detailed budget reconciliation. The originally submitted budget should be directly compared to the actual expenses and explanations for any variances should be provided. Please include contributions from partner organizations and all other sources of funding.

Item & Description	Anticipated cost (from original application)	Actual Cost	Other Contributions (including source)	Total Cost
Salaries & Benefits				
Facilities Rental				
Materials & Supplies				
Other (please specify)				
Total				



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