

**Report Form, Fall 2019**

Please review your award letter and contract to ensure that you forward all necessary other materials with this report (a list of supplementary information is provided at the end of this form). This report is due **March 31, 2020**.

Personal information on this form is collected under section 31(C) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, c.F-15.01 as it relates directly to and is necessary for the Wildlife Conservation Funds Program, and will be used to administer this program. If you have any questions about this collection of personal information, you may contact the administrator of the WC Fund, Island Nature Trust. Information may be verified.

# SECTION 1.0: YOUR ORGANIZATION’S INFORMATION

|  |  |
| --- | --- |
| Name of Organization: |  |
| Contact Person (Name, Title): |  |
| Mailing Address: |  |
| Website Address: |  |
| Telephone: |  | Email: |  |

# SECTION 2.0: PROJECT SUMMARY

## 2.1 Project Title and Code

(*please ensure the title matches that of section 2.1 in your original application*)

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WCF Award Code (*from contract*): F19 - \_\_\_\_\_\_

## 2.2 Brief Summary

*Summarize your project in less than 500 words (longer summaries will be edited at the website administrator’s discretion). This summary will be used on the PEI Wildlife Conservation Fund website. It must include your project location, goals, results and benefit to wildlife*.

## 2.3 Value to Wildlife

*How did your project provide direct or indirect benefits to wildlife in PEI?* *(100 – 200 words)*

## 2.4 Communication

*Identify the methods you used to communicate the results of your project. Include media releases, etc. as supplementary information*

## 2.5 Description of Results

*List your project goals as stated in section 2.5 of your application and describe how you achieved them. Maps and photos may be included at the end of the report. Please include 3 – 5 photos as separate jpeg files for posting on the Wildlife Conservation Fund website*.

## 2.6 Changes to Project Outcomes

*Explain any changes from planned outcomes, particularly those that involved a deviation in budget of more than 10 % from your original application. Describe what you did to respond / adapt to those unplanned events*.

## 2.7 Supplementary Information

The following must be provided with this report:

* Proof of expenses for which WCF funds were used: receipts for materials and services; mileage sheets for employee travel; the separate WCF wages template filled for employee wages
* Copies of any permits required during the course of the work if not already sent to the administrator
* Copies of media releases, clippings or other communication that shows the contributions of WCF to the project were acknowledged
* 3 – 5 jpeg photo files of the project, for use on the WCF website page

# SECTION 3.0: FINANCIAL SUMMARY

Complete all sections, ensuring all columns are tallied in the sub-total and total boxes. WCF cash may not be applied to expense categories that were not proposed for WCF support in the original application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Description of Expenses (# people, miles, rates, type of material, etc.) | WCF Cash | Partner Support | Total Cost by Category |
| **Cash** | **In-Kind** | **Source (WMF, HSP, etc.)** |
| Labour |  |  |  |  |  |  |
| Materials & Supplies |  |  |  |  |  |  |
| Professional & Contractor Services |  |  |  |  |  |  |
| Travel & Communications |  |  |  |  |  |  |
| Administration |  |  |  |  |  |  |
| Other Expenses |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |

# SECTION 4: REPORT SUBMISSION

Reports must be submitted **by 5 pm Tuesday, March 31, 2020**. Electronic submissions may be in Word or PDF format. If in PDF format, section 2.2 must be sent as a separate Word file so that it may be uploaded to the WCF website.

Submission may be:

* in person, to the WCF Administrator, Island Nature Trust at Ravenwood House, 15 Crown Drive (off Mt. Edward Rd on the Experimental Farm), Charlottetown. Office hours are 8 am – 4 pm, Monday to Friday.
* by email, to wcfund@eastlink.ca
* by mail, to PEI Wildlife Conservation Fund, PO Box 265, Charlottetown, PE, C1A 7K4

Groups that submit project reports more than two weeks after this deadline will be ineligible for PEI WCF funding for one full year.

Final Report Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_