Access Fund Climbing Conservation Grant Final or Interim Report

A final report is due to Access Fund within 30 days of completion of the project. If the project is not completed within one year from when grant funding was awarded, grant recipients will need to submit an interim progress report by the end of that year. If the project cannot be carried out or is completed at less than budgeted, all unused funds shall be returned immediately to the Access Fund.

**Part 1 Awardee Contact Information**

| Organization: | *answer here* |
| --- | --- |
| Contact person’s name (first and last): | *answer here* |
| Contact person’s title: | *answer here* |
| Contact email address: | *answer here* |

**Part 2 Project Information**

| Project title: | *answer here* |
| --- | --- |
| Project start date: | *answer here* |
| Project end date: | *answer here* |
| Grant amount received: | *$ answer here* |

**Part 3 Interim Update –** skip to part 4 if your project is complete. This section is only for projects that are not complete yet.

| Describe the goals you have accomplished so far and how those achievements fit into the outcome that was discussed in the original project proposal. *500 word limit* |
| --- |
| *answer here* |

| Outline any unpredicted setbacks that were encountered. *250 word limit* |
| --- |
| *answer here* |

| Describe the anticipated completion date and the steps you will take to complete the project within that time frame. *250 word limit* |
| --- |
| *answer here* |

| Would Access Fund input be helpful for the remainder of the project? List out the opportunities for staff to assist. *250 word limit* |
| --- |
| *answer here* |

**Part 4 Final Report** – fill out this section if your project is complete.

| Summarize the project including a discussion of the project outcome(s) relative to the proposed scope of work in the original project proposal. The summary should identify important milestones, completion dates, and how results were measured. *500 word limit* |
| --- |
| *answer here* |

| Describe how Access Fund grant money was used to complete the project. Include the items or services purchased and how those expenses were used to reach the goal of this project. *250 word limit* |
| --- |
| *answer here* |

| If this was a research project, please describe how the results were disseminated and provide a link to the results or attach the results. *250 word limit* |
| --- |
| *answer here* |

| If applicable, explain any changes made to the original application as well as any unanticipated outcomes. *250 word limit* |
| --- |
| *answer here* |

| Did Access Fund staff provide any advice or guidance for this project? If not, describe how staff could have assisted. *250 word limit* |
| --- |
| *answer here* |

**Part 5 Budget** – complete for both final and interim reports.

***You may submit your own project budget version if it shows the same information as the template below. Otherwise, please follow these directions:***

1. Open the project budget template here. You can also find the link on the [Climbing Conservation Grant landing page](https://accessfund.org/s/Climbing-Conservation-Grant-Budget-Template.xlsx).
2. Fill out applicable cells. Add/remove rows as needed.
3. Interim reports need to include expenses incurred so far in the project.
4. Double check total calculations if rows are adjusted.
5. Submit as an email attachment when you send in thisreport.

**Part 6 Attachments**

* Photos if applicable that show before and after shots of the project area, volunteers in action, or any other relevant images.
* Copies of any print media coverage or printed outreach materials produced as a result of the project and/or links and references to any media or products related to the project.