



PROJECT REPORTING REQUIREMENTS

By January 15 of the year following grant award, grantees must submit either a **current status report**, or a **final report** if the project is complete. Reports should not exceed 2-3 pages. The final report should:

1. Describe how the granted money was used
2. Discuss how the project objectives were achieved or explain why not, and
3. State the conclusions and effectiveness of the project.

Along with this project report, a **one-page executive summary** is required.

Also please submit any relevant photographs, maps or charts. Please send photos as separate JPGs; do not embed photos in your report. Any images that accompany the report should include a photo credit if appropriate, and should be sent in JPG format with a resolution of at least 1 MB so they can be readily posted on our website and used for promotional materials.

Permission for the Meg and Bert Raynes Wildlife Fund to use your report and attachments is implicit, so please do not include any copyrighted images without the permission of the source.

Email project reports to:

megandbertrayneswildlifefund@gmail.com