



## 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. Status reports should not exceed 2-3 pages. These reports should include:

1. How the Raynes Fund grant money was used
2. Discuss how the project objectives were achieved or explain why not, and
3. Summarize the project's effectiveness and achievements

In addition to this project report, please submit a **one-page summary** that describes your project's objectives and achievements clearly for a lay audience that we can post to our website and use for promotional materials. **Also** include a few photos as separate JPG files with a resolution of at least 1 MB (with credits) that can be readily posted on our website along with your project summary. Separate files of maps or charts can also be submitted.

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](mailto:megandbertrayneswildlifefund@gmail.com)

Thank you. In the future, if you have additional papers or reports based on your project results that you can share with us, please don't hesitate to send them. This will allow us to keep our donor base informed of the ongoing value of our grants program.