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Montana Trout Unlimited

Mini-Grant Project Update

Reporting Requirements:

Recipients of Mini-Grant funding must provide regular project updates to remain in good standing for future funding cycles.

**Progress Reports:**

* Chapters must submit a **project update** or **final report** by the deadline of the following funding cycle.
  + For example, if you receive a grant in the **spring cycle**, a report must be submitted by the **fall cycle.**

**Timely submission**:

* Chapters that fail to submit reports by the deadline may be **ineligible** for future grants until the outstanding report is received.
  + Reporting deadlines are **November 1st** and **April 1st**.

Project Update Report:

This report is for projects that have already received Mini-Grant funding and are still ongoing. Update reports must be submitted twice a year until the project or current phase is complete.

**Submission Instructions:**

* All reports should be submitted to [apply@montanatu.org](mailto:apply@montanatu.org) by the relevant deadline.

**Optional**

* Supplemental documents (e.g. letters of support, project schematics, maps, etc.)
* Photos - not required but strongly encouraged!

**CONTACT INFORMATION**

Date: [Insert Report Date]

Applicant (TU Chapter): [Insert Chapter]

Chapter President Email: [Insert Email]

Project Manager/Contact Email: [Insert Email]

**PROJECT INFORMATION**

Title: [Insert Project Name]

Project Location: [Insert Location Description]

Application Cycle: [Enter date of application submission]

Anticipated Start Date: [Insert Date]

Anticipated End Date: [Insert Date]

**Project Overview**

*\*Provide a* ***short summary*** *of the project’s purpose and objectives. Mention what are the primary goals of the project, the expected outcome, and any benefits provided by the project.*

**Progress Toward Goal and Objectives**

*\*Describe the* ***specific progress*** *made toward the project’s goals and objectives. Include a list of key activities and milestones. If the project or timeline have been adjusted, please mention. Outline next steps and planned activities.*

**Requests or Support Needed**

*\*If relevant, indicate any* ***specific requests*** *for additional support from Montana TU. If the project has been cancelled or you would like to withdraw, please contact* [*david@montanatu.org*](mailto:david@montanatu.org)*.*

**Conclusion**

*\*****Summarize the key takeaways*** *and emphasize the continued commitment to achieving the project’s goals. Are there any additional comments or notes for the grant providers?*

**Attachments (Optional but Encouraged)**

*\*Include any* ***supplemental documents*** *and* ***project-related photos*** *that showcase progress.*