

Montana Trout Unlimited Mini-Grant Project Final Report



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 Final Report:

This report is for projects/phases that have already received Mini-Grant funding and are completed. Final reports must be submitted once the project/phase is completed at the next upcoming cycle deadline. (November 1st and April 1st)

Submission Instructions:

- All reports should be submitted to apply@montanatu.org by the relevant deadline.
- Please include:
 - Any supplemental documents (e.g. letters of support, project schematics, maps, etc.)
 - Photos that showcase progress or success of the project

CONTACT INFORMATION

Date:

Applicant (TU Chapter):

Chapter President Email:

Project Manager/Contact Email:

PROJECT INFORMATION

Title:

Project Location:

Date Grant Awarded:

Project Start Date:

Project End Date:

PROJECT FUNDING

Total Project Cost:

Total Volunteer Hours:

Total Chapter Match:

Did the MTU funding leverage or
help match any additional funding?

Source of leveraged or matched funds?

PROJECT OUTCOMES

Did you accomplish your target objectives?

Was this a collaborative project?

Please list the project partners.

Do you have plans to continue or expand the project?

Executive Summary:

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

Outcomes & Evaluation:

Detail the **specific outcomes achieved by the project. Describe how success was measured, what if any metrics were used, and any challenges faced. Include any relevant qualitative and quantitative data to demonstrate the project's impact.*

Objectives:

****Restate the objectives** that were set at the beginning of the project. Discuss whether these objectives were fully met, partially met, or not met. If any objectives were adjusted or revised during the course of the project, explain why.*

Conclusion:

****Summarize the main outcomes of the project**, restating its impact and significance. Include any additional comments or reflections that would be helpful for the mini-grant providers to understand the success of the project.*

Attachments:

Include any **supplemental documents and **project-related photos** that showcase the progress and success of the project. This may include photos, charts, graphs, case studies, or additional reports. Ensure that any attachments are clearly labeled and referenced where applicable.*

How to Submit

- ✓ Save this PDF
- ✓ Open Your Email
- ✓ Attach Completed Form and Any Relevant Supplemental Documents
- ✓ Send Email with Attachments to: **apply@montanatu.org**