

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 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:

Applicant (TU Chapter):

Chapter President Email:

Project Manager/Contact Email:

PROJECT INFORMATION

Title:

Project Location:

Date Grant Awarded:

Anticipated Start Date:

Anticipated End 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.*

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. Send any attachments with report to apply@montanatu.org*

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