

RESOURCES LEGACY FUND
RESOURCES LEGACY FUND FOUNDATION
Grant Reporting Guidelines

Your reports give you, the grantee, an opportunity to convey the information which you feel best captures the work done during the reporting period. They also provide the Resources Legacy Fund (RLF) or Resources Legacy Fund Foundation (RLFF) with information for explaining your work to various internal and external audiences, use in evaluating its grantmaking, and an opportunity to provide feedback to grantees regarding their project.

All correspondence with RLF/F should include the name of the grantee, the grant number, and grant name. In your report, please also include: (i) grant period, (ii) report type (interim, final, or other), (iii) the reporting period, and (iv) a certification, by your Executive Director or similar, authorized, representative, as to the accuracy and completeness of the report.

Interim Reports should reflect the period since the previous grant milestone. **Final Reports** should reflect the entire grant period.

When submitting a report required under your Grant Agreement with the RLF/F, please include the following information:

Narrative Please limit the narrative to no more than five (5) pages in length (standard 12-point font). Report progress made toward the original project objectives as noted in your proposal and grant agreement. Please describe the original project objectives and the indicators you use to measure the conservation outcomes of this project both short and long term. “Conservation outcome” means the results of your project that advance the project objective(s). Include a description of how the organization has or has not accomplished those objectives. Other items to consider addressing in your programmatic review:

- Successes and challenges, as well as key lessons learned.
- How you intend to share the results of your work.
- Partnerships you engaged in on this project. How such partnerships affected your work. What was effective in collaborating with other groups?
- The next phase of this effort.

Project Outcomes Please use the attached “Project Outcomes Chart” form to briefly summarize the project goals, objectives, and conservation outcomes.

Financial Provide the original project budget along with an accounting of grant funds spent to date. Please also describe the amount and sources of additional funds and in-kind services that contributed to this project. If you have unspent funds and have finished the work that was proposed in the Grant, return the unspent funds to RLF/F or submit a request to use those funds for other acceptable, charitable purposes.

Other Items Pursuant to your Grant Agreement, please also include the following:

- Digital photographs of your project (if applicable);
- Copies of all printed media coverage of your project;
- If a land transaction grant, documentation of number of acres acquired, resources protected, and ultimate ownership;
- If a restoration grant, documentation of the number of acres or river miles restored;
- An indication that GreenInfo Network has been notified of a property acquisition (if applicable);
- An indication that the restoration or land transaction project has been entered into the Natural Resource Project Inventory (if applicable); and
- Any other work products resulting from, or leveraged by, the grant monies.

Submit full and complete reports by the dates requested in your Grant Agreement. RLF will provide substantive feedback to grantees within eight weeks of receipt of the final report. Failure to provide timely and complete reports to RLF/F on your project may result in your disqualification for future grants from RLF/F.

Submit one (1) electronic copy to the following address:

lands@resourceslegacyfund.org

**Resources Legacy Fund or
Resources Legacy Fund Foundation
Attn: Lands Team
555 Capitol Mall, Suite 675
Sacramento, CA 95814**

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Project Outcomes Report**

Organization: _____

Project Name: _____

Grant #: _____

Grant Period Covered by Report: _____

Project Outcomes Prepared By: _____

Project Goal(s):

Category and Objective	Progress/Process <i>(description of work to-date)</i>	Conservation Outcomes *

Lessons Learned:

**For the purposes of your report, “conservation outcomes” means the results of your project that advance the conservation objectives specified in the proposal.*