

**RESOURCES LEGACY FUND  
Sustainable Fisheries Fund**

**GRANT REPORTING GUIDELINES**

Grant reports are useful tools that give you an opportunity to convey the information which you feel best captures the work that was done during the reporting period. Your reports will allow you to see the degree to which the project is on track towards achieving your projected outcomes and alter the course of your work as necessary. Your reports provide Resources Legacy Fund (RLF) with information that will help us explain your work to various internal and external audiences, evaluate our grantmaking, and provide an opportunity to provide feedback to grantees regarding their project.

All correspondence with RLF should include: the name of the grantee, the grant number, and grant name. In your report, please also include the grant period, report type (interim, final, or other), and the reporting period.

**Interim Reports** should reflect all grant activity since the last report. **Final Reports** should reflect all grant activity for the entire grant period.

When submitting the report(s) that are required under your grant agreement with RLF, we ask that you include the following information:

**Narrative Report**

Please limit the narrative to no more than five (5) pages in length (standard 12-point font). Describe progress made toward the original project objectives as noted in your proposal and grant agreement. Include the original project objectives and the indicators you use to measure the conservation outcomes of this project both short and long term. Include a description of how the organization has or has not accomplished those objectives. The additional information that should be included in your report is as follows:

1. How did you learn about SFF?
2. What problems did you encounter during the course of this project?
3. If you were to do this project again, would you do it differently? If so, how?
4. What are your plans, if any, for continuing the work started by this project?
5. On a scale of 1-5, how much did availability of SFF funds influence your decision to participate in the MSC process? (Scale: 1 = Not at all; 5 = We would not have participated but for SFF funds.)
6. Do you have any comments or suggestions about working with RLF/SFF?

7. What were the most important lessons learned?
8. What advice would you offer to help another organization that is thinking about undertaking a similar project?

### **Financial Report**

Please provide the original project budget along with an accounting of grant funds spent for the reporting period. Final Reports should reflect the entire grant period. Please also describe the amount and sources of additional funds, and in-kind services that contributed to this project.

### **Other Items**

Pursuant to your grant agreement, please also include the following (where applicable):

- Digital photographs of your project;
- Copies of all printed press coverage of, or references to, your project; and
- Any other work products resulting from the grant monies.

Please submit the 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 on your project(s) may result in your disqualification for future grants from RLF.

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

[sff@resourceslegacyfund.org](mailto:sff@resourceslegacyfund.org)

**Resources Legacy Fund  
Sustainable Fisheries Fund  
555 Capitol Mall, Suite 675  
Sacramento, CA 95814**