RESOURCES LEGACY FUND
Grant Reporting Guidelines

Your reports give you, the grantee, an opportunity to convey the information that you feel best captures the work done during the reporting period. They also provide Resources Legacy Fund (RLF) with information for explaining your work to various internal and external audiences, and using it in evaluating RLF grantmaking, as well as an opportunity to give feedback regarding your project.

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

Reports will be submitted using RLF's online portal: http://resourceslegacyfund.org/for-grantees/. The grant reporting forms for your project will be available under the "Conditions" tab. You will be asked to upload a narrative report and to fill in fields regarding project outcomes and financial status. Please navigate through the tabs at the top to input the required information and upload your report narrative attachment. Please include the following information:

Project Outcomes Please use the text box on the "Project Outcomes" tab (Tab 2) to provide a brief summary of the actual outcomes achieved during the reporting period. The "Expected Outcomes," "Activities," and "Indicators" that you provided in your application are provided here as reference (425 word limit).

Financial Provide an accounting of grant funds spent to date on the "Financial" tab (Tab 3). If you have unspent funds and have finished the work that was proposed in the Grant, return the unspent funds to RLF or submit a request to use those funds for other acceptable, charitable purposes.

Narrative Upload your narrative report under the "Attachments" tab (Tab 4). 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 address the following in your project review:

- Successes and challenges.

- 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.

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

Submit full and complete reports by the dates noted 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 may result in your disqualification for future grants from RLF.