

RESOURCES LEGACY FUND

Sustainable Fisheries Fund (SFF) 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 (project 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 start of the grant. **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 (see Attachment 1). 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.

If the total grant funds have not been expended at the time the grantee plans to submit the final report, the grantee must notify the RLF contact(s) for the project prior to submitting the final report so that we can determine potential next steps.

Any reallocation of grants funds between budget categories that represents a more than 20% difference between the proposed and final budgets must be approved by RLF in advance of submission of the final report. Should the grantee wish to make such a reallocation, they should request permission to do so by way of an email to the RLF contact(s) for the grant at least two weeks prior to submission of the final report.

Any differences between the final budget as compared to the proposed budget must be clearly explained in the final report.

Other Items

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

- Copies of the pre-assessment, full assessment, or re-assessment reports, and any other summaries about your project.
- For fishery improvement projects (FIP), applicants are encouraged to consult the Conservation Alliance FIP guidelines (located at this website: <http://www.solutionsforseafood.org/wp-content/uploads/2015/03/Alliance-FIP-Guidelines-3.7.15.pdf>), and to upload work products to the Conservation Alliance for Sustainable Seafood FIP tracking website: <http://fisheryprogress.org/>. The FIP tracking website is intended to be a comprehensive, public, online database that makes information about FIPs accessible to conservation groups, suppliers, and retailers, among other audiences.
- Grantees are strongly encouraged to share pre-assessment and full assessment reports with MSC staff via emails to the following addresses: hannah.norbury@msc.org and Oluyemisi.Oloruntuyi@msc.org.
- Digital photographs of your project, if applicable.
- Copies of all printed press coverage of, or references to your project.
- Any other work products resulting from the grant funds.

Please submit the complete reports by the dates requested in your grant agreement.

Failure to provide timely and complete reports to RLF on your project(s) may result in your disqualification for future grants from RLF.

Attachment 1

Cost	Year 1 Budget (mm/yy - mm/yy)	Year 1 Expenses (mm/yy - mm/yy)	Total Project Budget	Total Actual Expenses	RLF/F Proposal Budget	RLF/F Actual Expenses
Project Personnel (salaries)						
Fringe Benefits						
Travel						
Equipment (> \$300)						
Supplies (< \$300)						
Contractual Services						
Monitoring and evaluation						
Other (please specify)						
Total Direct Costs						
<i>Indirect Costs (not to exceed 15% of direct costs)</i>						
TOTAL PROJECT COSTS						

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

rvaldez@resourceslegacyfund.org

Resources Legacy Fund
Sustainable Fisheries Fund
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