Guidance for Completing the Final Programmatic Report

Please note that your final report may be made available on NFWF's web-based Public Grants Library and therefore should not contain unexplained terms or acronyms.

1. **Easygrants Summary Fields:**

   Summary of Accomplishments

   > In one to two paragraphs, provide a brief summary of the project's purpose and key activities. The summary paragraph(s) should not be bulleted nor contain acronyms or significantly technical language.

   Lesson's Learned

   > *Paragraph 1*: Whether you met your goals or fell short, what 1-3 things would you have done differently if you could start over? What external factors such as socio-economic, political, environmental, etc. do you wish you would have accounted for, and how would you propose accounting for these elements in future similar projects?

   > *Paragraph 2:* Specifically outline any management uptake and/or actions resulting from the project and describe the direct impacts of any capacity building activities. Briefly identify any dissemination of project results and/or lessons learned to external audiences, such as the public or other conservation organizations.

   > *Paragraph 3*: Briefly outline what additional steps (if any) you feel are needed to achieve the specific conservation goal this project targeted or to result in management uptake of results (i.e. address threat/need at location rather than recover species).

2. **Update the Easygrants Metrics Page**
   Update the 'Value at Grant Completion' with the value at the time of report writing
   Update the 'Notes' field to qualify the end value and explain any missed targets

3. **Update and Certify the Map**
   Update the map to reflect any changes to the geography during the implementation of the grant.

4. **Uploads**
   Complete the Photos and Products Summary Form
   Click on the template from the EZG Uploads page
   Follow the instructions for listing the photos and products associated with this project
   Save and upload under the Photos and Products Category

   Upload all listed photos and project products

   Complete your final report narrative
   Click on the template from the EZG Uploads page