

**COLUMBIA VALLEY LOCAL CONSERVATION FUND (CVLCF)  
FINAL REPORT  
2018**

**General Instructions**

- Final reports must be submitted **by 4:00 pm MT January 31, 2019** to the Kootenay Conservation Program. Email final report to [info@kootenayconservation.ca](mailto:info@kootenayconservation.ca).
- Please ensure that the entire report (including appendices) is contained on one PDF file not to exceed 2MB in size.
- The final report should not exceed 6 pages (excluding appendices).
- All areas of the final report must be answered.

**Section A – GENERAL INFORMATION**

1. **Project Title** (as indicated in application):

**2. Proponent**

a) Legal Name:

b) Organization Registration #:

c) Mailing Address:

Postal Code:

d) Contact:

e) Telephone #:

f) Fax #:

g) Email:

**3. Partner** (*if applicable*)

a) Legal Name:

b) Organization Registration #:

c) Mailing Address:

Postal Code:

d) Contact:

e) Telephone #:

f) Fax #:

g) Email:

**Section B – PROJECT INFORMATION**

1. **Project Location:**  
(ie: RDEK area, watershed,  
direction from major centre, etc)

2. **Total Project Value:**

3. **CVLCF Contribution:**

4. **Non-CVLCF Contribution:**

5. **Single or multiple year project:**

**Section C – PROJECT SUMMARY**

1. Please provide a single paragraph describing your project, its objective (goals) and the results. As this summary will be used in CVLCF communications, clearly state the issues addressed and avoid overly technical descriptions. Maximum 300 words.

2. OPTIONAL: If your project lends itself to a sparking interest through a compelling sound bite (for potential use in CVLCF communications), please tell us what that sound bite would be. Maximum 150 words.

3. Biodiversity Targets (please list):

4. IUCN Threats to Target (please list):

**Section D – PROJECT DELIVERABLES AND RESULTS**

1. Identify the deliverables outlined in your CVLCF application in the table below and list the results associated with each. Please include copies of any relevant communications products (brochures, posters, videos, websites, photos of signage, etc.) resulting from this project. Add an attachment if you need more room.

<b>Deliverables</b>	<b>Results</b>

## Section E – PROJECT EFFECTIVENESS

1. Please evaluate the effectiveness of the project using objective standards, quantifiable criteria and/or quality control measures identified in your application/proposal. Maximum 300 words.
2. What are the top three lessons learned from the project that would be important to communicate to others doing similar work throughout the Regional District of East Kootenay? Maximum 150 words.

## Section F – FURTHER COMMENTS

1. Please provide any further comments including recommendations for future conservation efforts. If your project produced a narrative or scientific report or additional project products (e.g. maps, photos), attach them as an Appendix.

## Section G – FINANCIAL REPORT

1. Please submit a financial report for the project outlining revenue and expenditures with a comparison to the budget submitted with your CVLCF application. **Use the Final Budget Reporting form provided.** Details on any discrepancies from the budgeted amounts or items are required.