

LISCIF Final Reporting Webinar

Guidance for Preparing
Your Final Grant Report



Webinar Objectives

Understand final report requirements



Learn how to structure your report



Identify key content to include



Q&A session at the end

Final Report Overview

- Required for all grantees
- Covers the entire project period
- Includes data, activities, outcomes, and challenges
- Due 30 days following Project Completion

Executive Summary



Written for a broad audience



Summarize: Project goals, accomplishments, and impacts



Include tools/resources and public-facing materials

Project Description & Activities

1

Describe major activities from start to finish

2

Use data from progress reports

3

Highlight milestones and events

4

Include visuals if possible (photos, flyers, screenshots)

Data Collection & Resources



Summarize data
collected and analysis
methods



How others can access
the data



Highlight tools, toolkits,
or publications
developed

Communication & Outreach Materials

Newsletters, fact sheets,
social media, videos

Public reports or
infographics

Media coverage

Describe purpose and
audience

Comparison to Work Plan

Compare
anticipated vs.
actual
outputs/outcomes

Work plan goals
vs. achievements



Problems Encountered

- Significant issues or delays
- Impacts on deliverables or timeline

Remedies & Adjustments

- Actions taken to overcome challenges
- Adjustments to strategies or staffing
- Timeline modifications



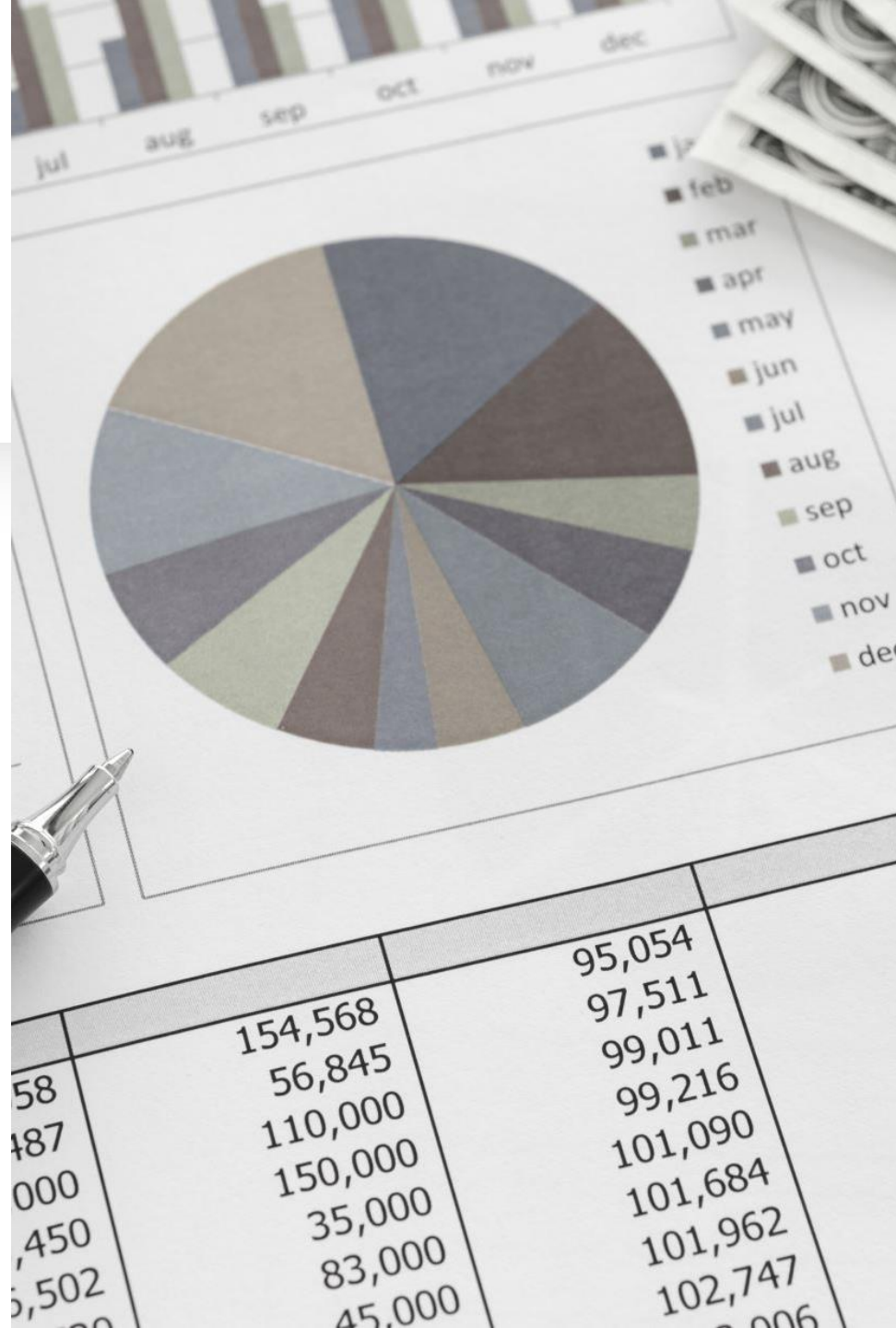
Unmet Objectives

- Objectives not completed from work plan
- Explanation and supporting documentation



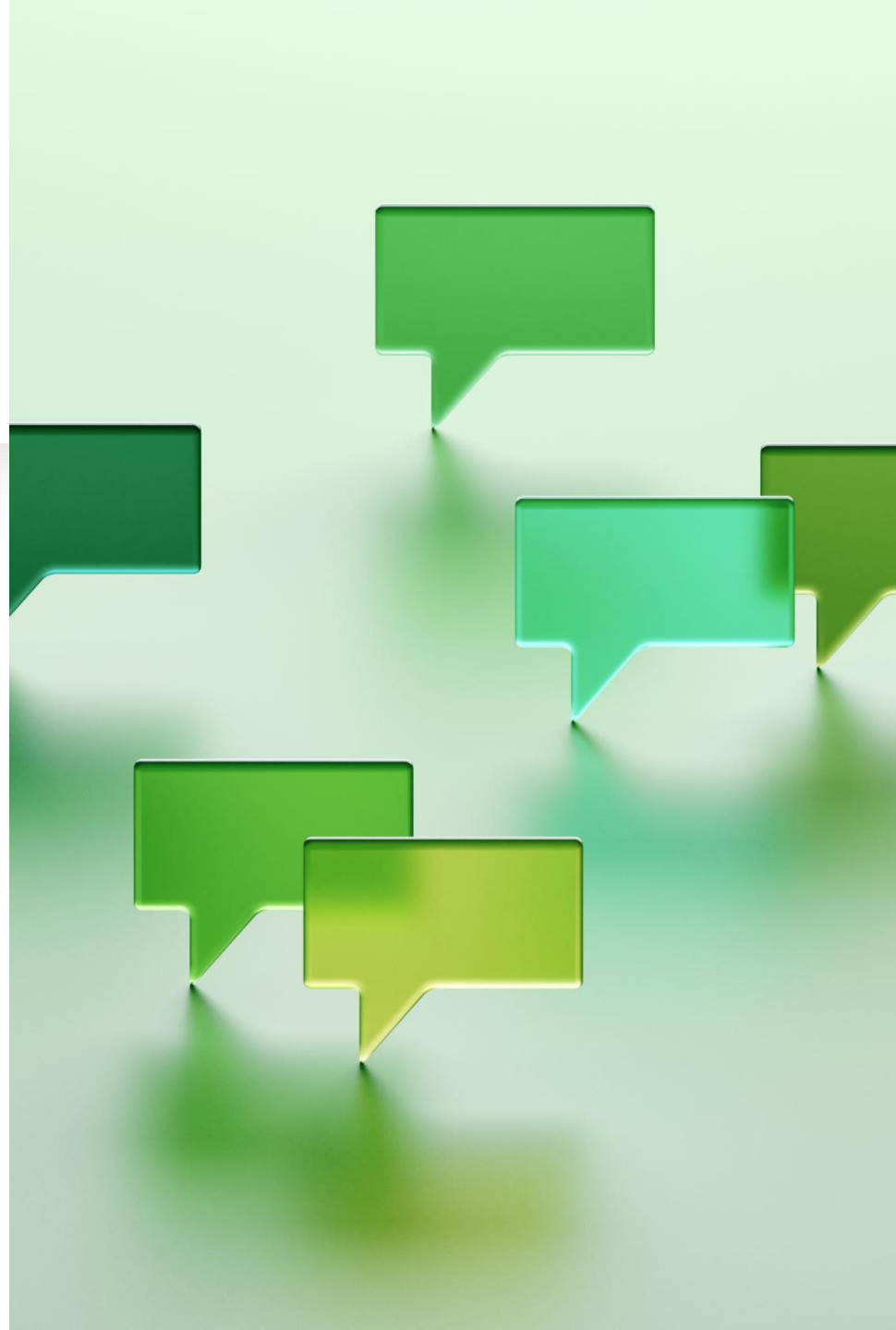
Budget & Cost Analysis

- Summarize expenditures vs. budget
- High unit costs or cost overruns
- Budget modifications (if applicable)
- Insights or lessons learned



Additional Information

- Unexpected outcomes or innovations
- Partnerships that enhanced the project
- Testimonials or success stories
- Sustainability or future plans



Submission Checklist

- ✓ Executive Summary
- ✓ Summary of Activities
- ✓ Work Plan Comparison
- ✓ Challenges & Remedies
- ✓ Unmet Objectives
- ✓ Budget Summary
- ✓ Attachments: Tools, Materials, Data Access Info



Q&A

- Open floor for questions
- Provide contact info for follow-up

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