# *Final Report Template – Annual Grant Projects*

*You may use this template to write your final project summary report.*

* *Replace highlighted text with requested information (remove highlighting before submission).*
* *Leave the headings and* ***replace*** *the section guidance with the narrative of your report.*
* *Delete unnecessary sections and these italicized instructions prior to submitting.*
* *Submit to* [*mlscp.dnr@state.mn.us*](mailto:mlscp.dnr@state.mn.us) *within 30 days of grant contract agreement expiration.*

*Reports and products must include* [*accessibility features*](https://mn.gov/mnit/about-mnit/accessibility/electronic-documents.jsp) *when submitting. This template has some features including headings and formatting, but please do run an accessibility check prior to submitting.*

**May insert photo or graphic.**

**Final Report for Project (number. i.e., ##-306(A)-##)**

# Project Title

Grantee

Insert grantee logo if available

Author’s Name/Date

## Funding Acknowledgement

[Grantee] *single statement to describe the project (e.g., completed this project, conducted this research, constructed this trail)* using Federal funds under award [federal award number, NA##NOS41900##] from the Coastal Zone Management Act of 1972, as amended, administered by the Office for Coastal Management, National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce provided to the Minnesota Department of Natural Resources (DNR) for Minnesota’s Lake Superior Coastal Program. The statements, findings, conclusions, and recommendations in this report are those of the author(s) and do not necessarily reflect the views of NOAA’s Office of Coastal Management, the U.S. Department of Commerce, or the Minnesota DNR.

*Add additional funding support as appropriate, including any leveraged funds* *with the amount and the source of the funding. Include volunteer time.*

## Introduction

[Explain the context and/or need for the project. Include why you selected the project activities and/or methods used.]

## Work Completed

[Summarize the work done to complete the project, include activities from grant contract agreement (Attachment B) if appropriate.

If the project is part of an ongoing program or initiative, briefly explain the larger project. Include outstanding activities and funding support.]

## Partners

[Explain collaborative efforts with other organizations.]

## Results

[Summarize the results and the impact of the project (e.g., how the products will be used, who will benefit, or how the project has resulted in an improvement to the conditions of coastal resources or their management). Describe your plan to distribute or showcase the results after the grant.

Include in what way the Coastal Program made the project possible or more successful. If your products are (or will be) available online, include links.]

## Conclusions

[Summarize any lessons learned, and unexpected challenges or surprises encountered during the project. Describe anything someone doing a similar project might need to know to build on the project’s success. Describe any new opportunities for work or newly identified needs that arose because of the project.]

## Photos

[Pictures that illustrate the results of the project are encouraged. The Coastal Program may use the images in reports to NOAA or other agencies, or for outreach and education materials in the future.

**Pictures should include a caption that describes the image as it relates to the work of the project.**

If the project involves construction, photos are required. Photos should include before, during, and after construction shots. One of the photos must be the required acknowledgement signage posted at the project site during and after construction.]

## Appendices

[All final products should be included as appendices. The product must have the correct acknowledgement and be labeled with project title and number. List them here and attach to the email or within the PDF.

If the products are photos, the Grantee should obtain a signed [photo release](https://www.dnr.state.mn.us/waters/lakesuperior/grants.html#text-2-2) from individuals in the photos. The release should authorize both the Grantee and DNR the unconditional rights to use the name(s) and photographic likeness of said person(s). The DNR may use photographs in reports, articles, or press releases; they would not be used as an endorsement. The photo release form should be submitted to the Grants Specialist along with the photo.]

## Additional Information

[Examples of helpful additional information include:

### Human Interest Story

A “human interest” story that helps explain the success of the project. In what ways has the Coastal Program made the project possible or more successful? If possible, provide a quote for use that describes the success of the project.

### Media

Identify, attach, or cite any published articles, media reports, web pages, newsletter articles, brochures or similar materials that resulted from the project.

### Other

Correspondence or summaries of comments from people who will use the deliverables or who are affected by the project; and/or summaries of evaluations by participants in workshops or meetings conducted as part of the project.]