# *Final Report Template – STAR Grant Projects*

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

* *Replace highlighted text with requested information (remove highlighting before submission).*
* ***Replace*** *the section guidance with the narrative of your report.*
* *Delete 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.*

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

# Project Title

Grantee

Insert grantee logo if available

**THE PROBLEM:** [Provide a brief description (1-3 sentences) of the context and/or need for the project.]

**THE SOLUTION:** [Provide a description of your activities to address the problem. List the outcomes (e.g., results). Include photos if appropriate, see additional guidance. If the project is part of an ongoing program or initiative, briefly explain the larger project.]

**THE IMPACT:** [Provide a brief description (1‐3 sentences of the impact) 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.]

**MORE INFORMATION:** [If available, provide a link to online information or the title of hard copy document(s) and how it could be obtained.]

**PARTNERS:** [List any partners that the grantee worked with to achieve this accomplishment.]

**CONTACT:** [Provide the name, phone number, and email address of someone that could provide additional information about this project if needed.]

**APPENDICES:** [List them here and attach to the email or within the PDF, see additional guidance.]

**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 acknowledgement as appropriate, including any leveraged funds* *with the amount and the source of the funding. Include volunteer time.]*

## Additional Guidance (delete before submitting)

**Photos: Pictures should include a caption that describes the image as it relates to the work of the project, along with the date of the photo.** 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.

**Appendices:** All final products should be included as appendices. The product must have the correct acknowledgement and be labeled with project title and number. Other examples of appendices include:

* 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.
* Published articles, media reports, web pages, newsletter articles, brochures or similar materials that resulted from the project.
* Correspondence or summaries of comments from people who will use the deliverables or who are affected by the project; and/or summaries