

NORTHWEST TERRITORIES Species Conservation and Recovery Fund Reporting Form

Recipients of the **NWT Species Conservation and Recovery Fund** are required to submit a Project Summary Report and a Financial Report. Please submit your reports to SARA@gov.nt.ca by **April 30**.

You can use this template to guide completion of these reports. If possible, complete this form electronically.

Information within the Project Summary Report may be made public, including any photographs, videos, posters and other materials submitted. The information will be shared on the [NWT Species at Risk website](#) and [social media](#) to encourage future participation in this fund.

Project Summary Reports must be accompanied by copies of any materials produced by the project, including:

- Photographs*
- Presentations
- Field Notes
- Maps
- Publications
- Videos

*Photos of individuals must be accompanied by a photo release form (provided).



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NWT SPECIES CONSERVATION AND RECOVERY FUND – REPORTING FORM

PROJECT INFORMATION

Both the Project Summary Report and Financial Report are due **April 30** following completion of the project. Project information will be made publicly available. Please complete the form electronically, if possible.

TITLE OF PROJECT Short title descriptive of project			
PROJECT TIMELINE Dates the project took place			
PROJECT LOCATION Which region are you from? Or, in which region is your organization based?	<input type="checkbox"/> Beaufort-Delta <input type="checkbox"/> Sahtú <input type="checkbox"/> Dehcho	<input type="checkbox"/> South Slave <input type="checkbox"/> North Slave <input type="checkbox"/> Yellowknife	Latitude:
	Longitude:		
	APPLICANT		
FOCUS OF WORK Main purpose/objective of your project	<input type="checkbox"/> Addressing Threats <input type="checkbox"/> Knowledge/Research <input type="checkbox"/> Education/Outreach	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	SPECIES AT RISK Which NWT species at risk benefitted from your project? If multiple, please list.
CONTACT INFORMATION Contact information for project lead			
CONSENT Information in the Project Summary Report may be made public. Do you consent to making the applicant's email address public in support of data requests related to your project?			<input type="checkbox"/> Yes <input type="checkbox"/> No
			PROJECT SHORT SUMMARY Provide a brief summary of your project. Additional details can be provided on the next page.
[Empty space for project summary]			

PROJECT SUMMARY REPORT

Tell us what you did and how you did it. Highlight the results and/or deliverables of your project. Project summary information will be made publicly available.

WHAT DID YOU DO?

Describe the activities that took place as part of this project.

OUTCOMES

Short summary of what was achieved and/or produced as a result of this project. Provide copies of all deliverables (i.e. presentations, field notes, maps, pictures, videos, etc.) in the Appendix to this report.

SPECIES BENEFITS

Did your project achieve the intended results? How do you know? Demonstrate how the species of interest benefited from your project and how you measured this change.

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OTHER PROJECT BENEFITS

Describe any other impacts of the project (e.g. to your organization or community).

OVERCOMING CHALLENGES

Were there any challenges or learnings from this project? If you were to complete this project again, what would you do differently?

ADDITIONAL NOTES

Use the following space to add any other relevant information about your project.

FINANCIAL REPORT

Provide the project budget (from your application) and final expenditures. Receipts and detailed accounting do not have to be submitted with this report; however, they may be requested. Recipients are encouraged to keep all receipts for expenditures related to their project. Financial information will not be made available to the public.

Project Costs	Description of Cost	Amount Requested from Fund	Actual Costs
Equipment			
Materials and supplies			
Communications (including printing)			
Travel and field expense			
Other			
	Total Costs		

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BUDGET VARIANCE

Provide additional information/rationale if your estimated costs did not equal the actual costs for the project.

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APPENDIX

Provide copies of all deliverables (i.e. presentations, field notes, maps, pictures, videos, publications, etc.). Photo consent forms must be attached for any photos of individuals.

LIST OF ATTACHED ITEMS:

MEDIA USAGE CONSENT FORM

Name: _____

Address: _____

Phone: _____

I hereby give the NWT Species at Risk Secretariat permission to record and/or reproduce my

photograph **video image** **audio clip**

and I waive any proprietary rights I may have to it/them. I understand the Species at Risk Secretariat may wish to use this media in a number of ways, including on the NWT Species at Risk website, or in publications or advertising, to provide information to the public and/or promote species at risk programs and activities, and I grant it permission to do so. I also consent to the release of my name and hometown for identification purposes, if that is required.

I hereby release the Species at Risk Secretariat, its employees, agents and subcontractors from any and all claims or actions, and from liability for damages, losses, or expenses of any sort which may arise in connection with the use of this media.

I acknowledge I have read this form and understand it and have been given full opportunity to discuss the implications of providing my consent. My decision is not based upon any representations or advice provided by representatives of the Species at Risk Secretariat.

I hereby give my consent, dated this _____ day of _____, _____.

Signature: _____

Signature of Parent or Guardian: _____
(if subject is under age 19)

Print Name: _____

The NWT Species at Risk Secretariat is committed to respecting your privacy and protecting your personal information. You have the right to revoke your consent at any time by contacting us at the address below. If you have any questions, please contact us at this address: NWT Species at Risk Secretariat, P.O. Box 1320, Yellowknife, NT, X1A 2L9, SARA@gov.nt.ca or phone toll-free: 1 (855) 783-4301.