



Photo Credit: Kris Kendall

NORTHWEST TERRITORIES

Species Conservation and Recovery Fund (Report Form)

Supporting efforts to conserve, recover, and protect species at risk in the Northwest Territories.

Recipients of the NWT Species Conservation and Recovery Fund are required to submit a financial and results report, by **April 30**.

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 to encourage future participation in this fund.

Project summary reports must be accompanied by copies of any materials produced by the project, including but not limited to:

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

*Photographs of individuals must be accompanied by a photo release form.

PROJECT INFORMATION

The project summary report will outline the results and/or deliverables of your project. These reports will be due **April 30** (the following year). The results reports will be made publically available. Please complete the form electronically, if possible.

TITLE OF PROJECT Short title descriptive of project.			
PROJECT TIMELINE Year the project took place.			
PROJECT LOCATION Which region are you from? OR, in which region is your organization based?	<input type="checkbox"/> Inuvik <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		
AREA OF WORK	<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 FOCUS Which NWT species at risk benefitted from your project? If multiple, please list.
CONTACT INFORMATION Contact information for project lead.			
Address:			
Telephone:			
Fax:			
Email:			
CONSENT A project summary report may be made public. Do you consent to making the applicant's email address public as well, 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. This summary should be no longer than a few sentences. Additional details can be provided on the next page.			

PROJECT SUMMARY REPORT

Provide a summary of your project.

GOALS/OBJECTIVES/PURPOSE

Short summary of the goal/objectives/purpose of this project.

METHODS/PROCESS

Short summary of how the goal/objectives/purpose were achieved for this project.

DELIVERABLES/OUTCOMES/RESULTS

Short summary of what was achieved during this project. What was produced as a result of this project?

SPECIES BENEFITS

How did the species of interest benefit from the work completed by this project?

NWT SPECIES CONSERVATION AND RECOVERY FUND – REPORT FORM

OVERCOMING CHALLENGES

Were there any challenges or learnings from this project? For example, if you were to complete this project again, what would you do differently to increase success?

ADDITIONAL NOTES

Use the following space to add any other notable comments about your project.

PROJECT BUDGET

Provide the project budget and expenditures. Recipients are encouraged to keep all receipts for expenditures related to your project. Receipts and backup may be requested if required. Financial information will not be made available to the public.

Project Costs	Description of Cost	Total Estimated Costs	Total Actual Costs
Equipment			
Materials and supplies			
Communications or public relations			
Travel and field expense			
Other			
Total Costs			

BUDGET VARIANCE

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

APPENDIX

Provide copies of all deliverables (i.e. presentations, field notes, maps, pictures, videos, publications, etc.).

LIST OF ATTACHED ITEMS: