



Photo: Kris Kendall

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 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](#) 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 but not limited to:

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

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

PROJECT INFORMATION

Both the Project Summary Report and Financial Report are due **April 30** (of the following year). Project information will be made publicly 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"/> 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. 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 and outline the results and/or deliverables of your project. Project summary information will be made publicly available.

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 and/or 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 – REPORTING 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 relevant information about your project.

NWT SPECIES AT RISK SECRETARIAT

PO Box 1320 Yellowknife, NT X1A 2L9

Tel: (867) 767-9237 Ext. 53216 • Toll Free: (855) 783-4301 • WWW.NWTSPECIESATRISK.CA



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	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 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: