THE CONSERVATION TRUST

A Manitoba Climate and Green Plan Initiative delivered by The Manitoba Habitat Heritage Corporation

Revised Reporting Schedule

To streamline reporting requirements for The Conservation Trust, please find below a revised reporting schedule for projects approved in the 2018-2019 funding cycle.

The following reporting requirements supersede (replace) those outlined by The Conservation Trust in the Contribution Agreements.

A Grant Report:

a) is required for each approved Project for which a recipient submitted a Proposal;
b) must be completed in the Conservation Trust Online Grant Portal

Grant Report Templates can be found on the Conservation Trust Online Grant Portal and Website and consist of

a) **A Narrative Report**: a written report on the completed activities and outcomes of the Project(s) and
b) **An Expenditure Report:** a financial report (Budget) that summarizes all expenditures paid to date on the Project.
c) Project Partners are encouraged to include high quality images (where photo permissions and releases have been obtained) into their Grant Report. In addition, please include copies of media coverage (e.g. scanned newspaper clippings) in final project reports.
d) Recipients are welcome to provide additional documentation as part of their final project report.

For One Year Projects

(a) A Final Report is due upon completion of the project.

(b) An Interim Grant Report is required if the initial 40% Accountable Advance has been expended and applicants are requesting the second 40% instalment prior to completion of the project. The second instalment may be requested at any time after the initial advance has been expended. Applicants may choose to wait until the end of the project to request the second instalment. An interim report for one-year projects is **not required** if a second instalment is not requested before the end of the project.

For Two Year Projects

(a) A Final report is due upon completion of the project.

(b) An Interim Grant Report is required after one year. If the initial 40% Accountable Advance has been expended and applicants are requesting the second 40% Accountable Advance prior to one year they will submit the Interim Grant Report at this time.

The second instalment may be requested at any time after the initial advance has been expended. Applicants may choose to wait until the end of the project to request the second instalment.