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## Grant Reporting Overview and Values

Update and Final reports are required by NFF to meet federal funding requirements. They are also helpful to NFF as grant administrators and program managers. They increase our understanding of the progress and impact of the grants, while also identifying areas of future development and understanding potential needs for technical assistance or additional funding.

These reports will enable the National Forest Foundation to:

- 1) Gain a greater understanding of collaboration with the USDA Forest Service,
- 2) Evaluate the impact of funding this type of capacity support,
- 3) Support with storytelling (when appropriate and with permission) and advocating for more capacity funding.

**Note:** No sensitive information (e.g., proprietary Tribal data, Indigenous Tribal Ecological Knowledge or “ITEK,” or any other information deemed sensitive by applicants) is necessary for assessment or reporting. The grantee may withhold sensitive Tribal data and information (e.g., proprietary Tribal data, ITEK) may be excluded/redacted from all project deliverables.

The Collaborative Capacity Program for Forests & Communities aims to create a robust and equitable grant reporting system that respects and uplifts all participants. The following values ensure that the grant reporting is not only effective but also inclusive.

- A **collaborative** approach ensures that grantees have a voice and contribute to the process, enhancing the quality and relevance of the outcomes.
- Being **respectful** in all interactions promotes a positive and supportive environment, essential for successful partnerships.
- **Honoring Tribal sovereignty** acknowledges the inherent rights of Tribes to govern themselves and make decisions that affect their people and lands, which is fundamental to ethical and effective stewardship.
- Finally, an **outcome-focused** framework ensures that the efforts are directed towards achieving tangible, meaningful results that benefit local communities.

# Update Report

## Timing

Update reports are required every six months during the grant agreement. Consult your award agreement for exact timing of update reports. Update reports should focus on the period from award start or the previous update report.

## Written Summary or Interview

NFF offers two options for completing the narrative component of update reports. Grantees can either submit a 1-2 page written summary or schedule a 45-min interview with NFF staff. Interviews will be conducted via video call using either Zoom or MS Teams. Some interviews may take place in-person when feasible. Please contact [collab-capacity@nationalforests.org](mailto:collab-capacity@nationalforests.org) to request a video call.

Written summary and interview questions are listed in the Reporting Questions section below and are the same questions for the Final Report. Not all questions will be applicable to all applicants, so please answer as many as relevant to your grant period.

## Financial Report

- If NFF funds have been expended, include a **signed and dated** [NFF Financial Report Form](#) with your Update Report.
- If no funds have been expended, no financial report form is required. Instead, submit a brief statement to this effect, and describe the projected implementation timeline.

## Update Report Checklist

- Project ID included on all submitted documents
- Written Summary (max. of 2 pages) or Completed Interview
- Signed and Dated** Financial Report



*Sabino Canyon. National Forest Foundation. 2017-*

# Final Report

## Timing

Final reports are required at the end of the grant performance period, which is one or two years depending on the individual agreement. Consult your award agreement for exact timing of final reports.

## Written Summary or Interview

Similar to Update Reports, NFF offers two options for completing the narrative component of update reports. Grantees can either submit a 2-3 page written summary or schedule a 60-min interview with NFF staff. Interviews will be conducted via video call using either Zoom or MS Teams. Some interviews may take place in-person when feasible. Please contact [collab-capacity@nationalforests.org](mailto:collab-capacity@nationalforests.org) to request a video call.

## Financial Report

Include a **signed and dated** [NFF Financial Report Form](#) and a [Final Report Cover Sheet](#) with your Final Report showing all expenditures and in-kind contributions pertaining to the project. Any unexpended NFF funds must be returned at the end of the award period.

## Digital Images, Press Coverage and Grant Products

- Photos and videos: Provide 3-4 digital images showing how the funds were spent or helped accomplish the organizational objectives (yes even, photos of people meeting are great!). High resolution images are preferred.
- Press and/or social media: Include copies of any articles (newspaper, magazine, etc.) or website links featuring the project. Include social media links or screenshots of any social media features.
- Materials: If funding was used towards the production of any materials or plans, please attach.

### Final Report Checklist

- Project ID included on all submitted documents
- Final Report Cover Sheet
- Written Summary (max. of 3 pages) or Completed Interview
- Digital Images, Press Coverage and Grant Products
- Signed and Dated** Financial Report

# Questions for Update & Final Reports

REMINDER: These questions may be addressed through written narrative or interview

## Collaborative Activities

1. Since the beginning of this grant agreement or the last update report submitted, what collaborative activities have you led?

## Collaborative Outcomes and Impact

2. How do these activities support the goals stated in your grant proposal?
3. What measurable outcomes have resulted from your collaborative activities? Measurable outcomes can evaluate the breadth (# of people attended an event), depth (to what extent are partners involved in decision making), or level of activities (# of projects planned with common understanding).

## Context, Challenges, and Solutions

4. What local environmental, social, or economic issues are currently influencing or impacting your collaborative efforts? If none, please respond with "not applicable" in the answer section.
5. What internal challenges have you encountered in your collaborative efforts? If none, please respond with "not applicable" in the answer section.
6. What strategies or solutions have you implemented to address these challenges? If none, please respond with "not applicable" in the answer section.

## Lessons Learned and Future Work

7. What key lessons have you learned from your collaborative efforts so far? How will these lessons inform your future activities?
8. Are there any anticipated changes or new initiatives you plan to implement?

# How to Submit Update and Final Report Materials

**Upload report as a combined pdf (preferred) or individual documents to:**

<https://www.nationalforests.org/grant-programs/reporting>

**Files must be clearly named to be accepted.**

**Use the following naming convention:** Project # Organization Name UPDATE/FINAL REPORT

*Example: KQ-709 Forest Futures UPDATE REPORT or KQ-709 Forest Futures FINAL REPORT*

**Final Report Only:** Include high quality (>3 MB) photos separately with this naming convention: Project # Organization Name PHOTO #1