*Galápagos Conservancy Conservation Action Grants*

Impact, Small & W.I.S.E. grant recipients

Guidance for Final Reports

Congratulations on receiving a **Conservation Action Grant** from the Galápagos Conservancy! The purpose of your final project report is to inform the Galápagos community about your project’s outcomes. To this end, your project final report will be published and shared with the public on Galápagos Conservancy’s website (Galápagos.org) as well as included in the Galápagos Conservancy’s Annual Grant Program Report. We also seek details of your project to enable evaluating its outcomes and thereby improve the impact of our grants program. We will work with you to complete the final report -- receipt of final project payment is contingent on determination by Galapagos Conservancy of completion of the final report to the specifications as outlined below.

# General guidelines

* **Language**: English or Spanish
* **Target audience**: broad and general (i.e., local, national and international decision-makers, the general community, students, etc.); therefore, use language that is simple, concise and friendly to most readers.
* Impact grant recipients should include **a map** as well as **tables and figures** as are useful to support of your report, as well as 3-10 appropriately cited references to provide context for your project.
* All grant recipients (Impact, Small & W.I.S.E.) should include 3-5 **high quality photographs** (color and in high resolution [> 300 dpi]) illustrating their project’s activities, including at least one of the project participants in action.

**Report Components**

1. GRANT PROPOSAL TITLE:
2. TYPE OF GRANT (MAJOR, SMALL, or W.I.S.E.):
3. AMOUNT RECIEVED:
4. NAME OF GRANT RECIPIENT:
5. AFFILIATION/TITLE:
6. YEAR OF AWARD:
7. DURATION OF AWARD:
8. EMAIL ADDRESS:
9. ISLAND(S) TARGETED:
10. WILD SPECIES AFFECTED (MAJOR and SMALL, W.I.S.E. as appropriate):
11. PROJECT REPORT (**word counts**: Impact grants – 1000-2000 words; Small & WISE grants – 500-750 words
	1. **Background** (reason for the Project as stated in the original proposal):
	2. **Methods** (how you did the Project):
	3. **Results** (what you found and accomplised – after summarizing your Project’s general outcomes, provide a list of explicit accomplishments: “The project completed its goal of planting 1,000 native trees in three farms. They were watered every month and after six months we counted 120 dead saplings, etc.”):
	4. **Impacts** (in the Galápagos, on a species, for the community, etc.). Please identify and list for each:
		1. *What knowledge outputs did you create?* These could be, for example, management plan, policy / regulation, consultation, workshop / training, publication - peer-reviewed, thesis, publication – popular, presentation
		2. *Who did you engage?* For example, individuals in community, community groups, indigenous groups, education groups or children, government: local, regional, or national
		3. *What management uptake and/or actions resulted from your project?* These could be increasing knowledge on a particular topic, partnerships, policy discussion / analysis, action plans, management actions, and outreach
		4. *What were the direct impacts of any capacity building activities?*
	5. **Lessons Learned**
		1. Did you meet your goals or fall short? What 1-3 things would you have done differently?
		2. If you could start over, what external factors do you wish you would have accounted for?

## Report Delivery

* **First draft**: A digital copy, in Word with supporting graphics and tables included within the text where they should go
* **Final version (when approved by editors)**:
	+ A digital copy, in Word with supporting graphs and tables included within the text where they should go
	+ Figures submitted individually as JPG (image) or EPS (vector)