



Last updated: Dec 2, 2024

GRANTS PROGRAM – FINAL REPORTING

WELCOME & INSTRUCTIONS

Welcome to our reporting form. **A pdf version of this form is provided for reference, however, you should submit your responses through our online portal, along with any supplementary documents (e.g. expense form for final reporting).** Some fields in your online form will be prepopulated with your original application data.

Each grantee will receive a link to their reporting form by email, 4 weeks in advance of your reporting deadline. If you have any questions or don't receive an email with your link, please reach out to grants@watershedsecurityfund.ca.

How will this information be used and why?

We hope to share insights and impacts from WSF funded projects with a wider audience including watershed communities, other funders and partners to encourage shared learning and further investments into watershed security work. Information from the interim and final reports we receive will be summarized together to highlight important learnings, insights and impacts. Stories may be shared to our website and social media with your permission. We will not identify individuals or communities without their consent.

Final Reporting

1. Project name and file number of your WSF Funded Project: [Prepopulated]
2. Person completing the form
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Organization Name

OVERVIEW - INSIGHTS & LEARNINGS

3. Please tell us the story of your project, and what was most significant to you and your community in doing this work. What are the key successes of your project, and what are you most proud of? *We are interested in understanding what you define as a success. Briefly list or describe up to 3 highlights from your project that may be shared in program*

communications – for example: goals achieved, partnerships, a story or anecdote from people hired as part of your project.

4. What were the biggest challenges, barriers and/or lessons learned during project implementation? *Please list or describe up to 3 significant challenges you faced during project implementation and lessons learned that may inform future projects or work. This might include impacts from climate events, organizational changes and other events outside of your project's control.*
5. Was there a source or cause of damage to your watershed or project site that necessitated the work you are doing?
6. Was working together with partners significant for your project (if not already described in the prior questions)?
7. Are there any updates to the partnerships you originally identified in your application? *[prepopulated with their original responses so can easily make changes, or not].*
8. Considering the following areas of work (themes), did your primary and secondary areas of focus change?

[insert same questions on primary and secondary themes as are in the application and prepopulate with original data]

[Y/N] If yes please update these so we have current information.

WSF OUTCOMES AREAS

Advancing UNDRIP

9. First Nations Led Organizations: We recognize that each First Nation has their own distinct perspective on advancing UNDRIP that is grounded in their own culture, governance, and land relationships. This was your application response to how your project work was intended to advance sovereignty or UNDRIP:

[Pre-populated with grantee's original response].

If you would like (this is an optional question), please share any reflections (progress or challenges) on advancing sovereignty or UNDRIP based on your project work.

10. For Non-First Nations Led Organizations: This was your application response to how your project work was intended to support or advance UNDRIP.

[Pre-populated with grantee's original response].

Please share your reflections (progress or challenges) on how any of the following were incorporated into your project:

- a. Project activities that support the exercise of First Nations rights. *This can include land-based activities that support cultural and rights-based activities by First Nations.*

Y/N?

Comments:

- b. Incorporation of First Nations knowledge into project planning. *This can include research on existing secondary sources, engagement with host/affected Nations, interviews with knowledge holders. Activities should be supported with commensurate budget planning for First Nations participation.*

Y/N?

Comments:

- c. Communications and outreach to First Nations leadership. *This can include relationship-building, various forms of communication on the project, receiving input and direction into project design and implementation. Leadership can be elected Chief and Council, or traditional governance bodies. Activities should be supported with commensurate budget planning for Indigenous participation.*

Y/N?

Comments:

- d. Project site(s) First Nations ceremony. *This can include inviting host/affected Nations to conduct land-based ceremonies to commemorate various aspects of the project, where appropriate (respecting other demands on host Nations) and with sufficient support in the budget planning.*

Y/N?

Comments:

- e. Training and other initiatives to strengthen the capacity of First Nations peoples to practice and uphold their Indigenous rights and interests in ways that are meaningful to them. *This can include support for land-use and land governance related capacity building and training for First Nations peoples as a part of your project. Activities should be supported with commensurate budget planning for Indigenous participation.*

Y/N?

Comments:

- f. If you have other reflections from your project in advancing UNDRIP, please feel free to add them here. Feel free to reference specific Articles or Article numbers if applicable.

Y/N?

Comments:

Ecosystem Health & Environmental Outcomes

11. If relevant to your project, briefly list or describe your most important environmental project outcomes or impacts on the health of the affected watershed(s).

12. Are you conducting any restoration work or nature based infrastructure work? [Y/N] –

If yes:

- a. How many sites are you working on? [#]
- b. What is the total area you are restoring
 - a. m2#
 - OR
 - b. hectares #

Sustainable Economies

13. If relevant to your project, briefly list or describe your most important project outcomes or impacts on the local economy.

14. Were there specific trainings, skills, or development areas your project team engaged in to advance project work (e.g., field safety training, project management, etc.)? [Y/N]

- a. If yes, please briefly expand:

Climate Resilience & Healthy Communities

15. If relevant to your project, briefly list or describe your most important project outcomes or impacts for climate resilience or other aspects of healthy communities.

Sharing the Story of your Work

16. How are project outcomes and learnings being shared with others? *Who did your project serve? (e.g. Did it serve your Nation or community? And who within that? For example, is engaging youth, Elders, or knowledge holders important to the success of your work?). How were project outcomes and learnings shared with the folks your project served? Have you produced any articles, videos or stories about your project for media, websites, community newsletters, etc? If you'd like to share, please include links below or upload them as supplementary files at the end of this reporting form.*

17. Is there data you've collected through your project that you'd be interested in sharing or that you'd like us to know about? Are there any data sovereignty or data sharing restrictions we should know about?

OTHER QUESTIONS

Project Expenses

18. Did your project expenses change significantly from the original budget submitted? *Please describe changes of 15% or more to the overall budget, and the reason.*

Note: Please complete our project expense form (which can be downloaded from our WSF website [Project Teams Resources](#) page), and upload the completed form with other supplementary files/documents, if applicable, at the end of this form.

Next Steps

19. Based on project progress and findings, what are the next steps? *What are the follow-up steps or projects to be undertaken by your organization or others to support action on your project outcomes and advance longer term project impacts?*

WSF Program Supports

20. What types of WSF resources did you find useful, or would you like to have available in the future? Do you have anything you would like to share with us about your experience with the Watershed Security Fund?

Other Comments

21. Is there anything else you'd like to tell us that wasn't included in your other responses? *Please feel free to include links here if not already provided elsewhere.*

UPLOADS – EXPENSE FORMS AND SUPPLEMENTARY FILES

22. Please **upload a final project expense form** (which can be downloaded from our WSF website [Project Teams Resources](#) page), along with any photos, videos, reports, maps or site drawings you would like to share that weren't already provided through links.

Documents in PDF format are generally preferred, but Word and Excel files (for expense forms) may also be uploaded through the online reporting portal. Video or image files of 10 MB or less may also be uploaded or included (if not previously included as a link)

Please note that our online portal can only accommodate up to 5 attachments and the total size of all attachments must be below 30 MB. If you have larger files or additional key materials to share, please consider providing links to online versions in your response to "Additional Information" or you may email them to grants@watershedsecurityfund.ca

Please use file names that provide some indication of the file contents and date of publication if applicable.

The following format is preferred: Org Name Acronym_Document Name_Date of Publication – eg: WSF_Drought Report_Jan 2023.pdf

Thank you for sharing the story of your project with us!