

**FOOD ACCESS AND RECOVERY – PROJECT FINAL REPORT TEMPLATE**

**WORKSHEET**

This worksheet is an optional tool for preparing and/or collaborating with others as you prepare your final report. This worksheet will not be accepted as your final report. You must complete the online form. [Click here to go to the Final Report](https://forms.ourtrust.org/final-report-food-access-and-recovery/)

All the questions you will be asked to complete on the final report online form are below. Keep your entries precise and clear. It is important to note that space in some sections is limited and the maximum word allotment is identified in the sections.

**SUBMISSION** **INFORMATION**

*Complete the information below. If we have further questions about this report, we will contact the* *person listed.*

PROJECT TITLE:

PROJECT NUMBER:

FINAL REPORT CONTACT

Name:

Organization:

Phone Number:

Email Address:

**SECTION 1 – PROJECT OUTCOMES**

*The following section must be completed to allow the Trust to review your contractual responsibilities. Reference your Contribution Agreement with the Trust (Schedule A) and Application, as submitted to the Trust, as necessary.*

**Did you complete your Project? Summarize the activities that were carried out and note anything that changed or evolved as compared to your Contribution Agreement and Application.**

**How did you use Trust funds? List the aspects of your Project that Trust funds were directed toward and note anything that changed or evolved as compared to your Contribution Agreement.**

**SECTION 1 – PROJECT FINANCES**

*Complete the following table for your Project. List your major categories of Project expenses, your* *funding sources, and any in-kind contributions.*

|  |  |
| --- | --- |
| *Project Expenses (cash only)* | *Amount* |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Project Expenses | $ 0 |

|  |  |
| --- | --- |
| *Funding Sources (cash only)* | *Amount* |
| Columbia Basin Trust |  |
|  |  |
|  |  |
|  |  |
| Total Funding Sources | $ 0 |

If there is a variation between the “Total Project Expenses” and the “Total Funding Sources”, please review your numbers. If correct, please explain your variance.

|  |  |
| --- | --- |
| *In-Kind Contributions* | *Value* |
|  |  |
|  |  |
|  |  |
| Total In-Kind Contributions | $ 0 |

**SECTION 2 – PROGRAM IMPACTS**

*The* *following section allows the Trust to collect information in a few areas to better understand what is* *resulting from our funding.*

**What are your Project’s key outcomes so far? Summarize how your project addressed support for residents to have access to more locally produced and processed food. Describe any partnerships and/or learning opportunities that were created or developed as you implemented the Project.**

**Please state the total number of months that your project ran**

Consider the following specific indicators that have been set for this Program. Provide information where it pertains to your Project and is known or can be reasonably estimated.

|  |  |
| --- | --- |
| Quantity of food produced (kg) | XX |
| Quantity of food recovered (kg) |  |
| Number of people who have improved access to local food |  |

Provide any additional comments related the numbers provided above.

**Reasonably estimate the number of jobs that your Project supported. Use the closest definition(s) of those provided below.**

|  |  |  |
| --- | --- | --- |
|  | Existing jobs  (# existing prior to the Project) | New jobs  (# created as a result of the Project) |
| Full-time |  |  |
| Part-time |  |  |
| Seasonal |  |  |
| Contract |  |  |

Full-time: work 30 or more hours per week on an ongoing basis

Part-time: work less than 30 hours per week on an ongoing basis

Seasonal: work 30 or more hours per week for a portion of the year

Contract: hired to complete specific work for the Project only

# 

**SECTION 3 – PROGRAM FEEDBACK**

*The following section is voluntary, giving you an opportunity to provide the Trust with additional* *insights that may help improve our support. Please also feel free to call your Trust staff contact to share your thoughts directly.*

**Do you have anything else you would like to share with the Trust which could be pertinent to the future of this funding Program, other Trust supports, or to another organization looking to undertake a** **similar project?**

**Do you have any feedback on working with the Trust and/or our funding process?**

*Thank you for completing this report. The Trust is pleased to be able to support efforts like yours that contribute to a legacy of social, economic, and environmental well-being in the Columbia Basin.*