



OUTLINE for an INTERIM PROJECT REPORT

*An interim project report **must** include the sections outlined below and follow the approved payment schedule.*

❖ PROJECT SUMMARY

This section will provide a brief summary of the activities that have taken place during the interim time period. This is a snapshot of what activities were undertaken and the results achieved.

❖ PROJECT ACTIVITIES AND WORK PLAN

This section will provide details on the activities that took place during the interim time period and the timelines in which the activity was completed. In addition this section will note any changes and/or adjustments that had to be made to the activities and the work plan. The work plan utilized should mirror the one provided in the original project submission.

❖ PROJECT EVALUATION

This section will provide details on any portions of the overall evaluation that may have been carried out during the interim time period and should include the methodology and results. This evaluation will focus solely on the interim time period. This section should include any challenges that may have been encountered within the project and how these were addressed.

❖ PROJECT BUDGET

This section will include the original budget that was approved with the addition of a column that outlines the actual expenditures in each line item for the interim time period. Each expenditure must be accompanied by an attached invoice and/or receipt.

**Please note that movement of funds between line items is NOT permitted and can only occur if prior written approval is received from the Community Fund Trustees. Please contact the Trust Office for direction on requesting adjustments to approved project budgets.*

❖ PROJECT SUPPORT DOCUMENTATION

All relevant support documentation for the project should be included. This may consist of samples of print materials, evaluation forms, achievements (i.e. awards etc.) and copies of all financial documentation pertinent to the interim time period.

SUPPORT IN COMPLETING YOUR REPORTING IS READILY AVAILABLE!

If you have questions and/or concerns while completing your reporting, please contact the Trust Administrator for support via email at administrator@rainyriverfirstnationstrust.ca and/or toll free at 1-855-482-2158.



OUTLINE for a FINAL PROJECT REPORT

A final project report must include the sections outlined below.

❖ PROJECT SUMMARY

This section will provide a brief summary of the overall activities and success of the project from its start to completion. It is a snapshot of what activities were undertaken and the results achieved, details will be found in the *Project Activities and Work Plan* section of the report.

❖ PROJECT ACTIVITIES AND WORK PLAN

This section will provide details on the activities that took place from the start to the completion of the project. It will detail the events that happened with each activity and the timeline in which the activity was completed. In addition this section will note any changes and/or adjustments that had to be made to the activities and the work plan during the project.

❖ PROJECT EVALUATION

This section will provide the final details of the evaluation carried out, the methodology and results. It will include any evaluations completed and statistics gathered. The section will compile all interim report evaluation data into a final overall project evaluation. This section will also note the challenges experienced within the project, any effects these may have had on the project and how they were addressed.

❖ PROJECT BUDGET

This section will include the original budget that was approved with the addition of a column that outlines the actual expenditures in each line item for the project from its start to completion. Each expenditure must be accompanied by an attached invoice and/or receipt (only those accumulated from the time of the last interim report are required).

**Please note that movement of funds between line items is NOT permitted and can only occur if prior written approval is received from the Community Fund Trustees. Please contact the Trust Office for direction on requesting adjustments to approved project budgets.*

❖ PROJECT SUPPORT DOCUMENTATION

All relevant support documentation for the project should be included. This may consist of samples of print materials, evaluation forms, achievements (i.e. awards etc.). The support documentation can build upon information already provided during the interim reports.

SUPPORT IN COMPLETING YOUR FINAL REPORT IS READILY AVAILABLE!

If you have questions and/or concerns while completing your final report, please contact the Trust Administrator for support via email at administrator@rainyriverfirstnationstrust.ca and/or toll free at 1-855-482-2158.