

NORTH OKANAGAN CONSERVATION FUND (NOCF)

FINAL REPORT



General Instructions

- Final reports must be submitted **upon completion** to the North Okanagan Conservation Fund.
- Acceptable forms of delivery include hand delivery, courier, or mail to: North Okanagan Conservation Fund, 9848 Aberdeen Road, Coldstream, BC, V1B 2K9 OR, email to **occp123@gmail.com**
- The final report should not exceed the areas allotted. If submitting by email, entire report and supporting attachments should not exceed 7 MB in size. Supporting documentation and materials from this project are required (photos, brochures, designs, media, reports).
- All sections of the final report must be answered.
- Final payments and new applications will not be processed unless final reports are complete.

Section A – GENERAL INFORMATION

1. **Project Title** (as indicated in application): _____

2. Proponent

a) Legal Name: _____

b) Organization Registration #: _____

c) Mailing Address: _____ Postal Code: _____

d) Contact: _____

e) Telephone #: _____ f) Fax #: _____

g) Email: _____

3. Partner (if applicable)

a) Legal Name: _____

b) Organization Registration #: _____

c) Mailing Address: _____ Postal Code: _____

d) Contact: _____

e) Telephone #: _____ f) Fax #: _____

g) Email: _____

Section B – PROJECT INFORMATION

1. Project Location: _____

(ie: municipality, electoral area, direction from major centre, etc.)

2. Total Project Value: _____

3. NOCF Contribution: _____

4. Non-NOCF actual cash and in-kind matching contributions: _____

5. Single or multiple-year project: _____

If multi-year indicate what year (e.g. 1 of 3, 2 of 3).

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Section C – PROJECT SUMMARY

1. Please summarize what your project is about and what you accomplished this year.

Briefly describe the rationale, overall goals, conservation benefits, approach/methods to address the issue, as well as current grant year accomplishments/results and how they contribute to the overall project objectives. Approx. 300 words (Without line breaks).

Section D – PROJECT DELIVERABLES

1. In the left hand column, identify the deliverables and activities of your project including any proposed targets/outcomes. In the right hand column, list the project accomplishments/results associated with each activity, including performance measures compared to proposed targets or outcomes identified in your proposal. Approx. 150 words per box (Without line breaks).

| Deliverables | Results |
|--------------|---------|
| | |

| Deliverables | Results |
|--------------|---------|
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Section D cont'd

| Deliverables | Results |
|--------------|---------|
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Section E – FURTHER COMMENTS

1. Please provide any further comments including any changes to your proposed work plan, deliverables or accomplishments that occurred during the project (including what you may not have been able to complete). How did this project or this year's work contribute to the overall project? Identify any problems or unforeseen issues and explain how they were addressed, not addressed or may be addressed in future. Approx. 300 words (Without line breaks).

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Section F – FINANCIAL REPORT

Please fill in all expenditure information in the appropriate section below. For comparison, refer to the budget in your approved proposal.

APPROVED NOCF BUDGET = \$

TOTAL PROJECT COSTS AND REVENUES

| Total Project Costs | Total Partner Amount | Total NOCF Amount |
|---------------------|----------------------|-------------------|
| | | |

REVENUES: Other Funding Partners

To compare proposed to actual, refer to the Other Funding Partners section in your approved proposal.

| Name of Organization | Proposed Cash | Proposed In-Kind | Actual Cash | Actual In-Kind | Total Actual Cash and In-kind |
|-------------------------------------|---------------|------------------|-------------|----------------|-------------------------------|
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| TOTAL All Funding Partners = | | | | | |

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EXPENDITURES

A: Labour Costs – account for all costs of the project

Human Resources: Labour, Contractor and Consultant Items

| Position or Contractor i.e: Coordinator, qualified experts, consultants, subcontractors | Total Days on Project | Rate/Day | Cash | In-Kind | Total Exp (cash and In-kind) | Total NOCF Amount |
|--|--------------------------|----------|------|---------|------------------------------------|----------------------|
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| SUBTOTAL ALL LABOUR COSTS (Cash and in-kind) = | | | | | | |

EXPENDITURES

B. Site/Project Costs – account for all costs of the project

| Project Item | Description | Total Cash | Total In-Kind | Total Exp (cash and In-kind) | Total NOCF Amount |
|--------------|-------------|------------|---------------|------------------------------------|----------------------|
| Travel | | | | | |

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| Project Item | Description | Total Cash | Total In-Kind | Total Exp (cash and In-kind) | Total NOCF Amount |
|---|-------------|------------|---------------|------------------------------|-------------------|
| Capital Expenditures / Equipment Purchase | | | | | |
| Site Supplies & Materials | | | | | |
| Rentals (equipment, vehicle, helicopter) | | | | | |
| Work & Safety Supplies | | | | | |
| Repairs & Maintenance | | | | | |
| Other | | | | | |
| SUBTOTAL ALL SITE/PROJECT COSTS (cash and in-kind) = | | | | | |

EXPENDITURES

C. Overhead/Administration – account for all costs of the project

| Overhead and Admin. Items | Description | Cash | Total In-Kind | Total Exp (cash and In-kind) | Total NOCF Amount |
|---|-------------|------|---------------|------------------------------|-------------------|
| Office space, utilities etc. | | | | | |
| Office supplies | | | | | |
| Printing/photocopying | | | | | |
| Administration fee* | | | | | |
| Sub-contractor admin fee (if not included in labour cost) | | | | | |
| Repairs & Maintenance | | | | | |
| Other | | | | | |
| SUBTOTAL ALL OVERHEAD/ADMIN COSTS (cash and in-kind) = | | | | | |

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Explain how you calculated the monetary value of in-kind contributions for all expenditures (e.g., for professional services identify how many hours or days and at what rate). Approx. 150 Words - Without line breaks

Explain how you calculated the Administration Fees* | Approx. 150 Words - Without line breaks

- Administration fees cannot be charged on equipment or capital purchases
- If direct overhead costs are being charged to NOCF (phone, office supplies, etc.), then there should not be an administration fee (% of eligible costs) charged.
- It is assumed that contractor/consultant overhead costs are included in their day rate. If their costs are billed separately, please outline this in the financial report.
- Applicants are encouraged to keep administration fees within the range of 10-13.5% against eligible costs, and provide an explanation of how the admin fee was calculated.

Capital Expenditures and purchases over \$1,000

| Item Description | Serial Number | \$\$ Value | Location Stored | Contact |
|------------------|---------------|------------|-----------------|---------|
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EXPENDITURES

D: Summary

| Item Costs | Total Project | Total NOCF Amount |
|--------------------|---------------|-------------------|
| Labour Costs | | |
| Project/Site Costs | | |
| Overhead Costs | | |
| TOTAL: | | |

Additional Comments on Project Costs:

Explain any significant variances or differences from the approved proposal budget (e.g., unspent funds, ap-proved budget changes). Approx. 150 words - Without line breaks

NOTE: Please include high quality photos (jpg - 300dpi) or other supporting materials (designs, media coverage, brochures,) as attachments.

Acceptable forms of delivery include hand delivery, courier, or mail to:

**North Okanagan Conservation Fund, 9848 Aberdeen Road, Coldstream, BC, V1B 2K9
or by email to occp123@gmail.com**