



FishAmerica Foundation Reporting Requirements for Grants

The following is a summary of the reporting requirements for your interim and final reports. Interim reports are typically three to five pages in length and include financial reports and receipts (detailed below), photographs and publications about the project and funding. Final reports are typically six to ten pages in length and include final financial reports and receipts (detailed below), photographs and publications about the project and funding.

Your reports should include the following:

1. A short introduction of the proposed project;
2. A narrative account of what was accomplished by the expenditure of funds;
3. A narrative account of number of volunteers, volunteer hours and volunteer activities;
4. A narrative account of any deviations from original project description;
5. A narrative account of remaining project objectives and activities (for interim reports only);
6. A summary of the benefits to sport fish, recreational angling, and the local community;
7. An itemized list of materials and/or services funded by FAF;
8. An accounting of any deviations from the original budget;
9. An accounting of remaining funds from the grant (for interim reports only);
10. Copies of receipts and accounting of all materials and/or services funded by FishAmerica;
11. Copies of any original publications (i.e.: press releases, etc) directly resulting from the grant;
12. Original prints or digital photographs with high resolution (300 dpi or greater);
 - a. Before, during and after site photographs;
 - b. Work-in-progress photographs of faces or profiles of workers;
 - c. Photographs taken at a reasonable proximity to the workers are encouraged;
 - d. Photographs taken at a distance from the workers are highly discouraged.
13. Copies of all federal, state and local permits and compliances, if needed, for project.

If you have any questions, please contact the foundation at (703) 519-9691 or fishamerica@asafishing.org. Thank you.

FishAmerica is the conservation and research foundation of the American Sportfishing Association.

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