

FISH REPORT GUIDE

Submit electronically to laura@wmswcd.org as well as a signed hard copy to WMSWCD, Ste. 450, 2701 NW Vaughn St., Portland, OR 97210. Do not submit this form until the project has been completed.



Project Title:	
Project ID Number (found in award letter):	
Date:	
Project Location (address):	
Project Manager:	
Project Manager Signature:	
Payments should be made and mailed to:	

Required Attachments: Photos, In-Kind Tracking Form, Expense Tracking Form, Receipt/invoices

PHOTOGRAPHS:

<input type="checkbox"/>	Before Photos	Describe Photos:	
<input type="checkbox"/>	After Photos	Describe Photos:	
<input type="checkbox"/>	Monitoring Photos	Describe Photos:	

*Monitoring photos should be submitted at the times listed in your grant's maintenance/monitoring plan, i.e. they are not specifically due with this report.

TRACKING FORMS:

- In - Kind Tracking Spreadsheet (Volunteer Labor Tracking w/ Initials)
- Expense Tracking Spreadsheet (w/receipt & invoice numbers)
- Receipts/invoices that support Expense Tracking Spreadsheet

BUDGET SUMMARY (Totals should be taken from your Expense Tracking Sheet(s) for each category):

Budget Category	Project Budget	In-Kind/Match	FISH Funds to Reimburse	Total
Project Management				
Travel				
Contracted Services				
Supplies/Materials				
Pre-Implementation				
Total Costs				

Project Narrative – Description & Results (include size of project, number of people & organizations involved, funding sources, project results, how the success of the project was measured and lessons learned):