

**Land Stewardship Centre
Watershed Stewardship Grant Program**

Reporting Requirements

Reporting is a very important component of the Watershed Stewardship Grant (WSG) Program. Grant recipient reports provide the information necessary for Land Stewardship Centre to report on and demonstrate responsibility, accountability and transparency for the WSG funds received from the Government of Alberta through the *Water for Life Strategy*.

Reporting also provides valuable information for the development of public relations and outreach activities which support and raise awareness of the WSG program and grant recipients' achievements.

Interim Report (Schedule B1)

Grant recipients are required to submit a complete, interim report to LSC on or before **September 30**.

Final Report (Schedule B2)

Grant recipients are required to submit a complete, final report to LSC on or before **March 31**. Receipts for eligible expenses **MUST** be submitted with the final report.

Photographs and Other Attachments to the Final Report

LSC encourages grant recipients to submit photos of their project and related activities. Please ensure you have received appropriate photo releases-permissions from all individuals who appear in photos. Photographs should be taken as digital, high resolution jpg files. Photographs should be submitted on a jump drive, CD or DVD labeled with your group name, year and Grant Reference Number¹.

Also include copies of any media releases, advertisements, brochures, letters to sponsors or any other communications pieces your group may have developed to promote your project in the community.

Completing and Submitting Reports

When completing and submitting reports, please note:

1. To be considered eligible for reimbursement, all expenses (with the exception of mileage and travel meals and per diems) **MUST** be accompanied by receipts. Receipts are only required to be submitted with the final report.
2. If emailed, original, signed reports must **ALSO** be faxed or mailed.

Send your completed and signed reports to Land Stewardship Centre (LSC) on or before their respective due dates.

By Mail: Land Stewardship Centre
17503 – 45 Avenue
Edmonton, Alberta T6M 2N3
Attention: Watershed Stewardship Grant Program

By Fax: (780) 486-9599

By E-mail: grant@landstewardship.org (see #2 above)

¹ The Grant Reference Number is found on your group's Grant Agreement and in the letter which accompanied the Grant Agreement.

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Have Questions or Need Assistance?

If you have any questions regarding the Watershed Stewardship Grant (WSG) Program or the reporting requirements, contact the Stewardship Program Coordinator at grant@landstewardship.org or 1-877-727-5276. Please note you should refer to the information submitted in your original application when completing interim and final reports.