

**Land Stewardship Centre  
Watershed Stewardship Grant Program**

**Interim Report (Schedule B1)**

If you have any questions regarding the Watershed Stewardship Grant (WSG) Program or this interim report, contact the Stewardship Program Coordinator at [grant@landstewardship.org](mailto:grant@landstewardship.org) or 1-877-727-5276. Please note you should refer to the information submitted in your original application when completing this interim report.

Send your completed interim report to Land Stewardship Centre (LSC) on or before **September 30**.

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](mailto:grant@landstewardship.org)

**A. Your Organization**

**Group/Organization Name** Friends of Land Stewardship Centre

**Grant Reference Number<sup>1</sup>** 10-FLSC-2012s

**Mailing Address**

**Address** 17503 45 Ave  
**City/Town** Edmonton  
**Province** AB  
**Postal Code** T6M 2N3  
**Phone** 780-111-2222  
**Email** jane@friendsoflsc.org

**Primary Project Contact**

**Name** *(first and last)* Jane Doe  
**Title** Project Coordinator  
**Phone** 780-111-2222  
**Email** jane@friendsoflsc.org

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

## B. Project Activities and Timelines

1. Please outline the specific activities you have carried out to date towards the completion of your project. Identify when these activities were completed, and the final result or product associated with each activity.

Project Activity	Date Completed	Outcome or Product
River Valley clean up	July 17, 2012	17 bags of garbage were removed, and we were able to engage 50 volunteers. People became aware of our group and the issues facing the river.
Water Sampling	August 30, 2012	We performed the water sampling from March through August. Samples were sent to the contractor's lab to be analyzed.
Newsletter created and emailed	September 11, 2012	The newsletter provided an update on all the activities we have completed, and we thanked all our supporters.
Designer contacted for development of new display	September 14, 2012	We have contacted a designer who will help us produce a new display and ensure all the proper elements are present on this new display.
Prepare and submit interim WSG report	September 30	Interim report completed and submitted to Stewardship Program Coordinator by September 30

2. Have you encountered any obstacles, challenges or problems that have or will make it difficult for your group to achieve the activities outlined in your original application form?
  - No
  - Yes. If yes, please explain.
  
3. Have you encountered any issues that will delay the progress of the project or prevent your group from meeting the deadlines outlined in the Grant Agreement?
  - No
  - Yes. If yes, please identify the issue(s) and explain how your group plans to address the issue(s).

- If you are unable to complete your project on or before the March 31 project and final report submission deadline and would like to request an extension, please complete the WSG Request for Extension Form and submit it to the Stewardship Program Coordinator with this Interim Report.

## C. Funder Recognition

Explain how you plan to acknowledge the funders and sponsors (cash and in-kind) of your project, including LSC and the Watershed Stewardship Grant Program.

Using their logos, all of our funders will be recognized on a new display. The display will be present at all events we attend where we can set up our display, as well as, at our own AGM. We have also created a newsletter which that provides an update on our group's summer activities and features all of our supporters' logos. We will also have a funder recognition area within the Watershed Status Report, because without our funders' support the report would not be possible.

## D. Project Budget

Please refer to the **Important Notes – Project Budget** section (page 5) *before* completing the following Income and Expenses tables.

### Income

Please identify all sources of income (cash and in-kind) received for your project to date, including the amount of WSG funds received.

Funding/Income Source	Amount – Cash	Amount – In-Kind	Total
Watershed Stewardship Grant	7,500	N/A	7,500
Donated Equipment		5,000	5,000
Volunteers (approximate)		6,000	6,000
Alberta Environment	5,000		5,000
NSWA	2,000		2,000
City of Edmonton	10,000		10,000
Parkland County	5,000		5,000
Sturgeon County	5,000		5,000
Strathcona County	5,000		5,000
University of Alberta		2,000	2,000
Friends of Land Stewardship Centre	25.00		25.00
		<b>Total Income (cash and in-kind)</b>	<b>52,525</b>

## Expenses

Please identify all expenses incurred for your project to date in the table below.

**PLEASE NOTE:** While your group may have to pay GST on products and services, and as such it may be an expense to your group, GST is **NOT eligible to be covered by/paid for with WSG funds**. GST must be paid for from funds other than the Watershed Stewardship Grant.

Item or Service	Total Cost	Portion of Total Paid from WSG Funds*	Portion of Total Paid from Other Sources: Cash	Portion of Total Paid from Other Sources: In-Kind or Donation
Consultant (including lab time)	38,500	5,625	15,000	
Beverages and snacks for clean-up day	100		100	
Garbage bags for clean-up day	50		50	
Gloves for Clean-up day	50		50	
New display for AGM	525			
Catering for beverages and food for AGM	300			
Volunteers (water sampling and clean-up day)	6,000			6,000
Donated Equipment (for sampling the water)	5,000			5,000
University of Alberta Students water sampling	2,000			2,000
<b>Total Expenses</b>	<b>52,525</b>	<b>5,625</b>	<b>15,200</b>	<b>13,000</b>

## E. Declaration

I declare that all information provided in this interim report is complete and accurate to the best of our knowledge.

**Date:** September 17, 2012

**Name: (first and last)** Jane Doe

Signature:

*Jane Doe*

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SAMPLE

## Important Notes – Project Budget

### Eligible Expenses – Notes and Limitations

Materials and supplies (i.e. office supplies, food for events, machinery and equipment rentals, hall rentals, salaries and wages, contract services, travel, honorariums, and certain capital expenses (i.e. necessary furniture, equipment and other assets with a value greater than \$200) are considered eligible project expenses. To be considered eligible for reimbursement, all expenses (with the exception of mileage and travel meals – see below) **MUST** be accompanied by receipts.

**PLEASE NOTE:** GST is NOT an eligible expense and will not be covered by WSG funds.

1. To be eligible, any **travel expenses** claimed (i.e. mileage, airfare, travel meals, etc.) must be **directly** associated with project implementation and delivery. A maximum of 25% of the total WSG grant funds received can be used to cover project travel expenses. Eligible mileage and travel meals must be appropriately documented and will be reimbursed at current Government of Alberta rates.
  - a. Mileage \$0.50 per kilometer
  - b. Breakfast \$9.20
  - c. Lunch \$11.60
  - d. Dinner \$20.75To be considered for reimbursement, all other travel expenses (i.e. accommodations, airfare, etc.) must be accompanied by receipts.
2. **Capital expenses** may include items such as off-site watering systems, bridges on trails, laptops, data projectors, scientific equipment or other technical devices. Up to 50% of the total WSG funding received can be used to cover the cost of capital purchases.
3. Up to 75% of the total WSG funds received can be used to cover the cost of **salaries and wages** for project coordination and administration.
4. Up to 100% of the total WSG funds received can be used to cover the cost of eligible **contract services**. Contract services are any services (technical, equipment or professional services) provided by an independent contractor and may include diagnostic services, catering, website development, meeting and planning facilitation, etc. This does NOT include services provided by an individual hired as a Project Coordinator or Administrator.

### In-Kind Contributions

In-kind contributions are services which ordinarily would be paid for by your organization but which are being voluntarily contributed to help carry out your activities. These can include use of equipment, supplies, materials, the donation of facilities or rent, as well as volunteer services provided by individuals. The test for in-kind contributions is this: if the service was not being donated or the item contributed, would your organization pay for that service or item? If the answer is yes, then it is a valid in-kind contribution that you may claim.

Estimates for the value of **in-kind services** should be calculated using the following rates:

- a. Volunteer time – \$20 per hour
- b. Technical services (i.e. lab or field technician) – \$30 per hour
- c. Equipment services (i.e. tractor and operator) – \$40 per hour
- d. Professional services (i.e. biologist, caterers) – \$50 per hour

Estimates for the value of **in-kind or donated items** (i.e. materials and supplies, capital assets, food, hall or equipment rentals, etc.) should be requested from the person or organization supplying the item to the project and should reflect the current market value of the item being donated.