

## REPORTING REQUIREMENTS

Reporting is an important component of the Watershed Stewardship Grant (WSG) Program. Grant recipient reports provide the information necessary for Land Stewardship Centre (LSC) 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 an interim report to LSC on or before December 31.

### Final Report (Schedule B2)

Grant recipients must submit a final report to LSC on or before March 31. All receipts for eligible expenses **MUST** be included with the final report. All receipts/invoices should be saved in a single file (PDF preferred) that is submitted with the final report.

### Photographs and Other Attachments to the Final Report

We encourage grant recipients to submit photos of their project and related activities. 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 with your final report, labelled with your group name, year and grant reference number (the grant reference number is found on your group's grant agreement and in the letter which accompanied the grant agreement).

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 eligible for reimbursement, all expenses (except for mileage, travel meals and per diems) **MUST** be accompanied by receipts. Receipts are only required to be submitted with the final report.
2. All signed reports and attachments (i.e., receipts, invoices, photographs, etc.) must be submitted electronically to Land Stewardship Centre on or before their respective due dates.

Submit all reports and attachments to [grant@landstewardship.org](mailto:grant@landstewardship.org) with "Watershed Stewardship Grant Program reporting" in the subject line.

### Have Questions or Need Assistance?

If you have questions about the program or the reporting requirements, contact the Grant Coordinator at [grant@landstewardship.org](mailto:grant@landstewardship.org). Refer to the information submitted in your original application when completing interim and final reports.