

**FINAL PROJECT SUMMARY**  
**PROJECT NAME**  
**CONSERVATION DISTRICT NAME**  
**DATE:**  
**PREPARED BY:**

1. **Project name**
2. **Project time frame (Start date & end date)**
3. **Project costs & cooperative partners (List partners, in-kind & money matches)**
4. **Project Purpose (What natural conservation resource issues were addressed & why)**
5. **Accomplishments for the conservation district (Be specific-- # of people served, knowledge gained, community benefits, acres managed, riparian areas restored, etc.)**
6. **Conclusions, outcomes and long-term benefits from the project**
7. **Opportunities for project continuation or expansion**
8. **Recommendations (e.g. What went well, what improvements would have enhanced the outcome of the project, how will project be monitored, what will be required to sustain the project's longevity)**

**Project photos and media documents (attach separately)**

**Media documents (news releases, advertisements, flyers, direct mail, etc.)**

**A Final Note:**

The summary report should not exceed two pages.

Please remember, the final report is to be a **STAND ALONE DOCUMENT**. In other words, this report must be something that the general public can pick up and read and get the entire picture of the project from beginning to end, including the results of the project and understanding why it was done in the first place. The report should not leave a person asking questions of who, what, where, when, why or how.