



Information kit: Guidelines for preparing final FWCP reports

This is an overview of the report guidelines for final reports to the Fish & Wildlife Compensation Program (FWCP) on Large and Small Projects. Refer to your signed Contribution Agreement for specific requirements, including reporting requirements for Seed projects.

The final report will be submitted within the FWCP Grant Management System (fwcp.smartsimple.ca), and shall include the following, as outlined below.

The fielded data will include:

- Executive Summary [to include reference to the explicit FWCP Action Plan and actions(s) that the project aligns with (as per the application/project scope)]
- Update on project phases and their status
- Update on benefits – whether they were achieved or not
- Update on community engagement, education, and outreach benefits – whether they were achieved or not, and any supporting photographs

The draft final report will be submitted initially as a Word document and then as a PDF document, once finalized.

The final report will include:

- A cover page with the following content:
 - Project title and FWCP Project ID #
 - Prepared for: Fish & Wildlife Compensation Program
 - Prepared by: (Lead Proponent Authors)
 - Prepared with financial support from the Fish & Wildlife Compensation Program, on behalf of its program partners BC Hydro, the Province of B.C., Fisheries and Oceans Canada, First Nations and Public Stakeholders
 - Date: DD-MMM-YYYY
- An Executive Summary [same as that submitted through fielded data; to include reference to the explicit FWCP Action Plan and action(s) that the project aligns with (as per the application/project scope)]
- Table of Contents
- List of Figures
- List of Tables
- The following final report sections:
 1. Introduction (includes background and statement of need)
 2. Goals and Objectives and Linkage of FWCP Action Plans and specific action(s)
 3. Study Area
 4. Methods
 5. Results and Outcomes (e.g. X metres of stream restored; X number of trees planted; X number of hectares restored; etc.)

6. Discussion (Large Project only)
7. Recommendations (Large Project only)
8. Acknowledgements (include the financial support of the Fish & Wildlife Compensation Program and any other contributors, as applicable)
9. References

For more information, please refer to your signed Contribution Agreement. If there are questions regarding submitting a final report, please contact the respective FWCP regional manager:

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