**FINAL REPORT**

**Revised June 2023**

Congratulations on completing your REFBC-funded project! We look forward to hearing the results of your hard work. We invite you to share your story with us. This report helps us gain insights about best practices in advancing sustainable, equitable, and socially just land use projects and initiatives and understand challenges faced by grantees who are leading this important work.

**Please contact our Grants Coordinator (grants@refbc.ca| (604) 343-2629 or toll-free 1-866-912-6800 ext. 109) if you have any questions or run into any issues with the online report form.**

**Technical Notes:**

Some helpful hints to help you navigate the online form and submission process

* **Questions with an asterisk (\*) are required** and must have responses in order to submit the form
* You can use the zoom on your browser to **make form text larger** if that makes it easier to read
* Your online report form link is a custom link tied to your application. Sharing this link with others could allow them to overwrite your reporting. **Please do not share the link outside your organization or project team** and assign one team member to work on the report at a time.
* The online report form is in **Plain Text format** and cannot accommodate Rich Text like bold/italic styling or formatted bullet points. You can strip formatting when copy/pasting by [pasting in plain text.](https://www.makeuseof.com/tag/5-ways-strip-formatting-copy-paste-text/) (**Ctrl+Shift+V** for PC or **Option+Cmd+Shift+V** for Mac)
* **You will be notified of any errors in your online form responses** upon clicking Submit and will be able to correct them
* **Your online report form can be saved while in progress** so that you or a colleague can return to it later. When you click on **Save My Progress**, you will be asked to set a username (email) and password to re-open the form. You will receive an email with a link to return to the form. Once you’ve logged back in, navigate to where you left off and continue. Click “Save My Progress” again only if you want to close or navigate away from the form before you complete and submit.
* **When you click Submit,** you will be redirected to a confirmation page and a PDF copy of your submission will be emailed to you.
* **All reports must be received through the online form.** To avoid frustration with internet connection issues, we recommend using the Word template to draft responses before copy/pasting into the online form.

**Section 1: Project Information**

**Organization Name (PREFILLED)**

This field has been pre-filled with your organization name. IF THIS FIELD IS BLANK OR IF THE ORGANIZATION LISTED IS INCORRECT, CONTACT grants@refbc.ca IMMEDIATELY. DO NOT CONTINUE WITH THE ONLINE REPORT FORM.

**Grant Number (PREFILLED)**

This field has been pre-filled with your REFBC-assigned Grant Number and cannot be altered.

**Project Name\* (PREFILLED)**

This field has been pre-filled with your project name at the time of application, but you are welcome to edit or update as needed. Name must be under 100 characters, including spaces.

**Report Contact\***

Please enter the full name (first and last) of the person submitting this report on your organization’s behalf.

**Report Contact Email\***

Please enter the email address of the person submitting this report on your organization’s behalf.

**Brief Project Summary\***

Please tell us the story of your project. How would you describe the project to others? What intended goals did it meet and how? Aim for under 150 words.

**Changes & Adaptations\***

We understand that while projects are underway, initial plans and timelines may need to change or be adapted as circumstances shift.If you made any significant changes to your original project plans, please select as many of the following areas impacted or select None if no significant changes were made from your original proposal.

[ ] **Deliverables** [ ] **Project Activities/Strategy**

[ ] **Partners** [ ] **Budget**

[ ] **Project Timeline/End Date** [ ] **None**

**If you selected anything other than “None” above, please answer the following:**

**Changes – Description\***

Please briefly describe each of the significant changes/adaptations referenced above and explain why they were made. Point form answers are acceptable. Aim for under 300 words.

**Partnerships and Collaboration\***

Who did you end up partnering and collaborating with? What did the partners bring to the table? Was there a partner or partner role that proved to be key to your successes? Were there any voices missing? Aim for under 300 words.

**Section 2: Advancing UNDRIP**

The [**United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)**](http://www.un.org/development/desa/indigenouspeoples/wp-content/uploads/sites/19/2018/11/UNDRIP_E_web.pdf) provides an international framework for the protection of Indigenous rights. Many of its articles are relevant to land use and relationships to land.

REFBC is committed to supporting UNDRIP and BC Declaration on the Rights of Indigenous Peoples Act (DRIPA) implementation through our activities. Engagement with applicants and grantees is one of several actions we are taking. This section is an opportunity to reflect on how UNDRIP principles may be honoured and upheld in your work.

**If your organization is Indigenous-led, please consider answering the following optional question, then skip ahead to Section 3. If your organization is not Indigenous-led, please proceed to “Advancing Indigenous Rights in Land-Based Work”.**

**UNDRIP – Indigenous Proponent Approach (OPTIONAL)**

REFBC has heard from many of our Indigenous partners that each Nation has their own distinct perspective on how to advance UNDRIP that is grounded in their own culture, governance, laws, and land relationships. We invite you to use this space to describe how you see your project in relation to UNDRIP, or any statements/vision/position on UNDRIP that your nation/organization may be comfortable sharing. Aim for under 300 words.

**Advancing Indigenous Rights in Land-Based Work**

Some elements or goals in land use project planning and delivery that could contribute to the advancement of UNDRIP:

* Projects that have partnerships with affected Indigenous nations, or those nations whose territory the project is taking place in
* Preparatory work (research) to educate project staff on history, culture, governance and laws of affected/host First Nations to inform partnerships and relationship-building
* Project planning and/or activities support the exercise of Indigenous Rights
* Incorporation of Indigenous Knowledge in project planning
* Communications and relationship building with host/affected First Nations leadership, including receiving input and direction on project design and implementation
* Communications and outreach with host/affected First Nations membership to receive and incorporate feedback into project design & implementation
* Inclusion of Indigenous ceremony & protocols in project planning and delivery
* Training and other initiatives to strengthen the capacity of Indigenous peoples to practice and uphold Indigenous rights and interests in ways that are meaningful to them
* Other project activities that are directly related to specific UNDRIP Articles

**UNDRIP – Non-Indigenous Proponent Approach\***

In the spirit of mutual learning, please tell us about the ways your project may be advancing the rights of Indigenous Peoples and supporting reconciliation and reciprocity through respect, cooperation, and partnership. Please reference specific UNDRIP Articles where possible and relevant. Aim for under 300 words.

**Section 3: Project Legacy**

**Project Successes\***

What were the key successes of the project? What do you feel most proud of? Please list up to three. Aim for under 300 words. If you have files or links to any online products (reports, websites, videos, tools, media coverage, etc.) related to your successes that you wish to share with REFBC, please provide these at the end of the report form under Additional Information.

**Project Challenges and Lessons Learned\***

What were the biggest challenges, barriers and/or lessons learned during project implementation? Please list up to three. Aim for under 300 words.

**Sharing Project Outcomes and Learning\***

How will project outcomes and learnings be shared with others? What role could REFBC play in helping raise awareness of your project? Aim for under 150 words.

**Next Steps\***

Based on project findings, what are the next steps? Are there follow-up steps or projects to be undertaken by your organization or others to support action on your project outcomes and advance project impacts? Where do you see the greatest opportunities to have impact in your sector/issue area? Aim for under 300 words.

**Section 4: Context & Support**

The following two questions are entirely optional. If you are interested in responding, it’s helpful for us to learn about the challenges and opportunities communities and organizations face and ways the Foundation can strive to be a better partner.

**Organization Challenges and Opportunities (OPTIONAL)**

Over and above any challenges faced by the project itself, has your organization or community faced any major challenges or any new opportunities over the project period? (e.g. Severe climate event, pandemic, HR, loss/gain of government funding or other funding sources) Aim for under 150 words.

**REFBC Support (OPTIONAL)**

Given the external and internal challenges and opportunities you’ve noted, how could REFBC better support your work and your needs (and those of your community)? Aim for under 150 words.

**Section 5: Financial Report**

Please download and fill out a Financial Report template for the full term of the project. Update Expenses and Revenue to reflect your actuals to date and budget/estimates for the remainder of the project. **Please ensure that revenues and expenses are balanced and that the report accounts for the full value of the REFBC grant.**

Note: Eligible expenses for REFBC funds include: staffing and program delivery, project coordination, communications, consultant/professional fees, convening & workshops, travel, Indigenous ceremony & cultural protocols, honoraria, and building cultural competency.

**Complete one of the Financial Report Templates linked below.** We encourage you to use the Simple (Global) template to report on project revenues and expenses for the overall project, regardless of project duration. You may use the Multi-Year template if you prefer to provide a year by year breakdown.

[Simple (Global) Financial Report Template](https://refbc.ca/wp-content/uploads/2022/11/REFBCFinancialReportForm_updated-June-2023.xlsx)

[Multi-Year Financial Report Template](https://refbc.ca/wp-content/uploads/2022/11/REFBCFinancialReportForm-MULTI-YEAR-3-years_updated-June-2023.xlsx)

**FINANCIAL REPORT TEMPLATE INSTRUCTIONS:** Please replace green instructional text in the template with your confirmed and projected project funding on the Revenues tab, and your actual and projected project expenses on the Expenses tab. The report should reflect your total project budget and expenses and revenues should be balanced. If using the multi-year template, you may count years from your project start date or use your own fiscal years — whichever is simplest for you.

**Upload your completed template as an Excel file.**

File Size Limit: 2 MB

**Upload Financial Report\***

**Section 6: Optional Additional Information**

**Additional Information (OPTIONAL)**

Is there anything else you would like to tell us about your project, or any links to any web-based supplementary information, documents, or videos that you wish to share? If you have photos or files to share that are not available through an online link, you may append them below. Aim for under 300 words.

**Uploading Supplementary Documents (OPTIONAL)**

Supplementary documents, photos, and videos are not required but may be helpful to tell the story of your project.

If uploading files, please use file names that provide some indication of the contents and date of publication if applicable, e.g. REFBC\_Land Use Opinion Poll\_Jan 2019.pdf

Documents in PDF format are preferred, but Word and Excel files are acceptable. Video (MP4) or image files (JPEG) of 10 MB or less may also be uploaded here. URLs for online files or larger file downloads can be included under Additional Information above.

**All attachments combined must be less than 30MB** – if your supplementary documents exceed this amount, please reach out to us at grants@refbc.caand we’ll be happy to receive any extra materials through email to append to your file.

Click "Add another file" in the bottom right to attach additional files or documents.

**Upload File 1**

**File 1 Description**

Very brief description of the file added (up to 10 words)

 *Add another file*

**Thank you for sharing the story of your project with us!**