

FINAL Report Guidelines

(Report should be organized in the following sections)

1. Cover Page

- Includes Project Number and Project Title
- Pillar Number
- Applicant Name, Report Number (Interim #1, Interim #2)
- Reporting Period and Date of Submission
- Program Coordinator

2. Executive Summary (in layman's terms – 1 page maximum)

- Provide a background of the project objectives/goals and the anticipated outcomes of the project
- Provide a brief comparison of the intended outcomes with the actual outcomes

3. Detailed Description of the Project

a) Objectives and Project Input

- Identify project objectives (anticipated vs actual)
- Identify project inputs i.e. funding level, staff resources, cash and in-kind contributions and other resources utilized towards the completion of the project

b) Project Activities and Outputs

- Identify key activities undertaken to achieve the project objectives
- Link key activities with defined milestone schedule
- Identify the activities in measurable and quantifiable terms

c) Reach and Communication

- Identify the primary target audience/beneficiaries of the project i.e. agricultural producers, consumers, youth, farm families, rural Canadians, food processors, educators
- Please indicate the total number of people reached (If project involves workshops/seminars, please indicate how many attended each event)
- Indicate how the targeted audience/beneficiaries were reached i.e. research publications, seminars, press releases, promotional material. Please include samples of any communications material developed for the project and indicate the number printed/distributed
- Indicate when OGWRI was identified as a supporter throughout the period of the project

4. Project Outcomes (actual vs. expected) at short and long-term

a) Short-term

- Outline the actual short-term outcome compared to the expected
- Identify the public good/benefit of the project

If applicable to the project, please include the following information:

- Policy dialogue: Project must indicate if, as a result of the project undertaken, the current or emerging issue has been redefined. Explain and provide a revised description of the policy issue.
- Market-trend studies: What further action/response (if any) you need to take based on the results? What trends and factors have been identified?
- Pre-commercialization: Is the project a commercially viable opportunity? Explain the viability or lack of viability
- Value: As a result of the project, are you selling a product, process or technology? What is being sold? What is the unit value of the item sold? How many items have been sold?

b) Long Term

- Indicate the key indicators you will be using to measure the project success in the long-term. Please indicate where applicable:
 - The number of jobs created
 - Increased sales
 - Increased use of Ontario products
 - Increased yield or production of Ontario products
 - Any other indicators outlined in milestone schedule

5. Final Comments and Conclusions

- Identify any deviations from the project workplan, budget or schedule and discuss the effects of the deviations and the solutions
- Provide a discussion of “lessons learned”, recommendations and overall perception of project success