***NYSG Small Grants Program Report***

**INSTRUCTIONS**

*Please use this form to prepare your Semi-Annual Progress Report and Completion Report. The Semi-Annual Progress Report. If the project is completed within six months of the contract agreement execution date, you must use this form to prepare the Completion Report, in lieu of the Interim Progress Report. The Completion Report must be accompanied by the Project Summary to fulfill the administrative reporting requirements.*

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| *Select document type (choose one):*  **INTERIM PROGRESS REPORT** | **COMPLETION REPORT** |

**REPORT PREPARED BY: DATE:**

1. **PROJECT TITLE:**
2. **PROJECT PERSONNEL:**
3. **PROJECT DESCRIPTION:**
4. **PROJECT RESULTS:**

Complete the following sub-sections to discuss your results as they relate to the project’s specific objectives that you identified the application:

# Meeting the Objectives (identified in the grant application):

**Objective 1:**

Provide the results of meeting this objective.

**Objective 2:**

Follow the same format for all objectives.

**Objective 3:**

1. **Interactions:** Describe participation or interactions with NYSG Extension staff, and industry, agency or other stakeholder representatives.

# Impediments: Describe any difficulties or impediments during the project.

1. **Presentations and Publications:** Describe efforts to disseminate information about this project (e.g., presentations, conferences, workshops, fact sheets, bulletins, brochures, news releases, web articles, newsletters, television or radio appearances, or interviews with the media). Either attach or send when available one copy of each publication/product (pdf preferred or web link). Please provide a list below.
2. **ACCOMPLISHMENTS:**

Complete the following sub-sections:

# Impacts & Effects: Describe any significant impacts/effects that the project is expected to have or has had.

# Volunteers: Provide information about any volunteers (citizens or students) who worked on the project. Indicate their activity and amount of time (hours) they participated.

1. **STAKEHOLDER SUMMARY:** Provide a summary of your project as if you were selling or describing your work to a potential “stakeholder” (non-technical audience) or funder. Focus on the major issues and their importance, the results, and impacts of this work. Be sure to include the ‘take home’ message for your project.
2. **PICTORIAL:** Provide any additional images/photos of personnel at work, in the field or laboratory, equipment being used, field sites, organism(s) of study or links to project website, etc. Please include proper photo credits and a caption with date, location, names of people, and activity. These images are useful to document your project in future NYSG publications, websites and presentations. Submit images/photographs as stand-alone jpg files at least one high-res (300 dpi at 4x6) or large (at least 1MB) file. Use the space in this section to write a caption and photo credit.  **Signed Model Photo Release form must be submitted (as attachment) for photographs involving minors, to grant NYSG permission to use these images in publications. There is absolutely no exception to this policy**.