

Small Grants – Final Completion and Impact Report

**Instructions:** CEPF requires that each grantee report on project results and impacts at the end of their grant. To monitor CEPF’s global indicators, CEPF will aggregate the data that you submit with data from other grantees, to determine the overall impact of CEPF investment. The aggregated results of all grantees will be reported on in our annual impact report and other communications materials. Your Final Completion and Impact Report will be posted on the CEPF website.

**Ensure that the information provided pertains to the entire project, from start date to project end date.**

*Please complete all fields and respond to all questions listed below.*

**Organization Legal Name:**

**Project Title:**

**Grant Number:**

**Date of Completion of this Report:**

**CEPF Hotspot:**

**Strategic Direction:**

**Grant Amount:**

**Project Dates:**

**PART I: Overview**

1. **Implementation Partners for this Project *(list each partner and explain how they were involved in the project)***
2. **Summarize the overall results of your project**
3. **Briefly describe actual progress towards each planned long-term and short-term impact (as stated in the approved proposal)**

*List each long-term impact from your proposal*

* 1. Planned Long-term Impacts - 3+ years (as stated in the approved proposal)

|  |  |
| --- | --- |
| **Impact Description** | **Impact Summary** |
|  |  |
|  |  |
|  |  |

* 1. Planned Short-term Impacts - 1 to 3 years (as stated in the approved proposal)

|  |  |
| --- | --- |
| **Impact Description** | **Impact Summary** |
|  |  |
|  |  |
|  |  |

1. **Were there any unexpected impacts (positive or negative)?**

**PART II: Project Products/Deliverables**

**5. List each product/deliverable as stated in your approved proposal and describe the results for each of them:**

|  |  |  |
| --- | --- | --- |
| **#** | **Deliverable Description** | **Deliverable Update** |
|  |  |  |
|  |  |  |
|  |  |  |

**6. Please describe and submit any tools, products, or methodologies that resulted from this project or contributed to the results.**

**PART III: Lessons, Sustainability, Safeguards and Financing**

**Lessons Learned**

**7. Describe any lessons learned during the design and implementation of the project, as well as any related to organizational development and capacity building.**

“Lessons learned” are experiences you have gained that you think would be valuable successes worth replicating or practices that you would do differently if you had the chance. Consider lessons that would inform project design and implementation, and any other lessons relevant to the conservation community. CEPF Lessons Learned Guidelines are available here: <https://www.cepf.net/sites/default/files/cepf-lessons-learned-guidelines-english.pdf>.

**Sustainability / Replication**

1. **Summarize the success or challenges in ensuring the project will be sustained or replicated, including any unplanned activities that are likely to result in increased sustainability or replicability.**

**Safeguards**

1. **If not listed as a separate Project Component and described above, summarize the implementation of any required action related to social or environmental safeguards that your project may have triggered.**

Additional Funding

1. **Provide details of any additional funding that you have secured to support this project.**
2. **Total additional funding (US$)**
3. **Type of funding**

Please provide a breakdown of additional funding (counterpart funding and in-kind) by source.

|  |  |  |
| --- | --- | --- |
| **Donor** | **Type of Funding** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Additional Comments/Recommendations**

1. **Use this space to provide any further comments or recommendations in relation to your project or CEPF.**

**PART IV: Impact at Portfolio and Global Level**

**Contribution to Portfolio Indicators**

1. In order to measure the results of CEPF investment strategy at the hotspot level, CEPF uses a set of Portfolio Indicators which are presented in the Ecosystem Profile of each hotspot. Please list these below and report on the project’s contribution(s) to them.

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Actual Numeric Contribution** | **Actual Contribution Description** |
|  |  |  |
|  |  |  |
|  |  |  |

**Contribution to Global Indicators**

**Please report on all Global Indicators that pertain to your project.**

**13.** **Benefits to Individuals**

**13a.** **Number of men and women receiving structured training.**

Report on the number of men and women that have benefited from structured training due to your project, such as financial management, beekeeping, horticulture, farming, biological surveys, or how to conduct a patrol.

|  |  |  |
| --- | --- | --- |
| **# of men** **receiving structured training \*** | **# of women** **receiving structured training \*** | **Topic(s) of Training** |
|  |  |  |

*\*Please do not count the same person more than once. For example, if 5 men received structured training in beekeeping, and 3 of these also received structured training in project management, the total number of men who benefited from structured training should be 5.*

**13b. Number of men and women receiving cash benefits.**

Report on the number of men and women that had an increase in income or cash (monetary) benefits due to your project from activities such as tourism, handicraft production, increased farm output, increased fishery output, medicinal plant harvest, or payment for conducting patrols.

|  |  |  |
| --- | --- | --- |
| **# of men receiving cash benefits\*** | **# of women receiving cash benefits\*** | **Description of Benefits** |
|  |  |  |

*\*Please do not count the same person more than once. For example, if 5 men received cash benefits due to tourism, and 3 of these also received cash benefits from increased income due to handicrafts, the total number of men who received cash benefits should be 5.*

**14. Protected Areas**

**Number of hectares of protected areas created and/or expanded**

Report on the number of hectares of protected areas that have been created or expanded as a result of your project. Protected areas may include private or community reserves, municipal or provincial parks, or other designations where biodiversity conservation is an official management goal.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of PA\*** | **Country(s)** | **Original**  **# of Hectares\*\*** | **# of Hectares Newly Protected** | **Year of Legal Declaration/ Expansion** | **Longitude\*\*\*** | **Latitude\*\*\*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*\* If possible please provide a shape file of the protected area to CEPF.*

*\*\* Enter the original total size, excluding the results of your project. If the protected area was not existing before your project, then enter zero.*

*\*\*\* Indicate the latitude and longitude of the center of the site, to the extent possible, or send a map or shapefile to CEPF. Give geographic coordinates in decimal degrees; latitudes in the Southern Hemisphere and longitudes in the Western Hemisphere should be denoted with a minus sign (example: Latitude 38.123456 Longitude: -77.123456). To obtain the latitude and longitude of your protected area, use googlemap, right click on the center of your protected area, and select “What’s here?”, and copy the latitude and longitude appearing in the popup window.*

**15. Key Biodiversity Area Management**

**Number of hectares of Key Biodiversity Areas (KBA) with improved management**

Report on the number of hectares in KBAs with improved management, where tangible results have been achieved to support conservation, as a result of your project. Examples of improved management include, but are not restricted to: increased patrolling, reduced intensity of snaring, invasive species eradication, reduced incidence of fire, and introduction of sustainable agricultural/fisheries practices. Do not record the entire area covered by the project - only record the number of hectares that have improved management.

If you have recorded part or all of a KBA as newly protected for the indicator entitled “protected areas”, and you have also improved its management, you should record the relevant number of hectares for both this indicator and the “protected areas” indicator.

|  |  |  |
| --- | --- | --- |
| **Name of KBA** | **KBA Code from Ecosystem Profile** | **# of Hectares Improved \*** |
|  |  |  |
|  |  |  |

*\* Do not count the same hectares more than once. For example, if 500 hectares were improved due to implementation of a fire management regime in the first year, and 200 of these same 500 hectares were improved due to invasive species removal in the second year, the total number of hectares with improved management would be 500.*

**16. Production landscapes**

**Number of hectares of production landscape with strengthened management of biodiversity**

Please report on the number of hectares of production landscapes with strengthened management of biodiversity, as a result of your project. A production landscape is defined as a landscape where commercial agriculture, forestry or natural product exploitation occurs.

• For an area to be considered as having "strengthened management of biodiversity," it can benefit from a wide range of interventions such as best practices and guidelines implemented, incentive schemes introduced, sites/products certified, and sustainable harvesting regulations introduced.

• Areas that are protected are not included under this indicator, because their hectares are counted elsewhere.

• A Production Landscape can include part or all of an unprotected KBA.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Production Landscape\*** | **# of Hectares with Strengthened Management\*\*** | **Latitude\*\*\*** | **Longitude\*\*\*** | **Description of Intervention** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*\* If the production landscape does not have a name, provide a brief descriptive name for the landscape.*

*\*\*Do not count the same hectares more than once. For example, if 500 hectares were strengthened due to certification in the first year, and 200 of these same 500 hectares were strengthened due to new harvesting regulations in the second year, the total number of hectares strengthened to date would be 500.*

*\*\*\* Indicate the latitude and longitude of the center of the site, to the extent possible, or send a map or shapefile to CEPF. Give geographic coordinates in decimal degrees; latitudes in the Southern Hemisphere and longitudes in the Western Hemisphere should be denoted with a minus sign (example: Latitude 38.123456 Longitude: -77.123456). To obtain the latitude and longitude of your production landscape, use googlemap, right click on the center of your production landscape, and select “What’s here?”, and copy the latitude and longitude appearing in the popup window.*

**17.** **Benefits to Communities**

CEPF wants to record the non-cash benefits received by communities, which can differ to those received by individuals because the benefits are available to a group. CEPF also wants to record, to the extent possible, the number of people within each community who are benefiting. Please report on the characteristics of the communities, the type of benefits that have been received during the project, and the number of men/boys and women/girls from these communities that have benefited, as a result of your project. If exact numbers are not known, please provide an estimate.

**Please provide information for all communities that have benefited from project start to project completion.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Community** | **Community Characteristics**  **(mark with x)** | | | | | | | **Country of Community** | **Type of Benefit**  **(mark with x)** | | | | | | | | | **# of Beneficiaries** | |
|  | **Small landowners** | **Subsistence economy­** | **Indigenous/ ethnic peoples** | **Pastoralists / nomadic peoples** | **Recent migrants** | **Urban communities** | **Other\*** |  | **Increased access to clean water** | **Increased food security** | **Increased access to energy** | **Increased access to public services (e.g. health care, education)** | **Increased resilience to climate change** | **Improved land tenure** | **Improved recognition of traditional knowledge** | **Improved representation and decision-making in governance forums/structures** | **Improved access to ecosystem services** | **# of men and boys benefitting** | **# of women and girls benefitting** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*If you marked “Other” to describe the community characteristic, please explain:

**18. Policies, Laws and Regulations**

Report on policies, laws and regulations with conservation provisions that have been enacted or amended, as a result of your project. “Policies” pertain to statements of intent formally adopted or pursued by a government, including at sectoral or sub-national level. “Laws and regulations” pertain to official rules or orders, prescribed by authority. Any law, regulation, decree or order is eligible to be included.

**18a. Name, scope and topic of the policy, law or regulation that has been amended or enacted as a result of your project**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** |  | **Scope**  **(mark with x)** | | | **Topic(s) addressed**  **(mark with x)** | | | | | | | | | | | | | | |  |
|  | **Name of Law, Policy or Regulation** | **Local** | **National** | **International** | **Agriculture** | **Climate** | **Ecosystem Management** | **Education** | **Energy** | **Fisheries** | **Forestry** | **Mining and Quarrying** | **Planning/Zoning** | **Pollution** | **Protected Areas** | **Species Protection** | **Tourism** | **Transportation** | **Wildlife Trade** | **Other\*** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\* If you selected “other”, please give a brief description of the main topics addressed by the policy, law or regulation.**

**18b. For each law, policy or regulation listed above, please provide the requested information in accordance with its assigned number.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Country(s)** | **Date enacted/**  **amended**  **MM/DD/YYYY** | **Expected impact** | **Action that you performed to achieve this change** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**19. Biodiversity-friendly Practices**

**Number of companies that adopt biodiversity-friendly practices**

Please list any companies that have adopted biodiversity-friendly practices as a result of your project. While companies take various forms, for the purposes of CEPF, a company is defined as a for-profit business entity. A biodiversity-friendly practice is one that conserves or uses natural resources in a sustainable manner.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name of Company** | **Description of biodiversity-friendly practice adopted during the project** | **Country(s) where the practice has been adopted by the company** |
| 1 |  |  |  |
| 2 |  |  |  |
| … |  |  |  |

**20. Networks & Partnerships**

**Number of networks and/or partnerships created and/or strengthened**

Report on any networks or partnerships between and among civil society groups and other sectors that you have created or strengthened as a result of your project. Networks/partnerships should have some lasting benefit beyond immediate project implementation. Informal networks/partnerships are acceptable. Examples of networks/partnerships include: an alliance of fisherfolk to promote sustainable fisheries practices, a network of environmental journalists, a partnership between one or more NGOs with one or more private sector partners to improve biodiversity management on private lands, or a working group focusing on reptile conservation.

Do not list the partnerships you formed with others to implement this project, unless these partnerships will continue after your project ends.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Network / Partnership** | **Year established** | **Did your project establish this Network/ Partnership? Y/N** | **Country(s) covered** | **Purpose** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| … |  |  |  |  |  |

**21. Sustainable Financing Mechanism**

List any functioning sustainable financing mechanisms created or supported by your project. Sustainable financing mechanisms generate funding for the long-term (generally five or more years). These include, but are not limited to, conservation trust funds, debt-for-nature swaps, payment for ecosystem service (PES) schemes, and other revenue, fee or tax schemes that generate long-term funding for conservation. To be included, a mechanism must be delivering funds for conservation.

**21a. Details about the mechanism**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name of Financing Mechanism** | **Purpose of the Mechanism*\**** | **Date of Establishment*\*\**** | **Description*\*\*\**** | **Countries** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

*\*Please provide a succinct description of the mission of the mechanism.*

*\*\*Please indicate when the sustainable financing mechanism was officially created. If you do not know the exact date, provide a best estimate.*

*\*\*\*Description, such as trust fund, endowment, PES scheme, incentive scheme, etc.*

**21b. Performance of the mechanism**

For each Financing Mechanism listed previously, please provide the requested information in accordance with its assigned number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **Project intervention**  **(mark with x)** | | | **Has the mechanism disbursed funds to conservation projects?** |
|  | **Created a mechanism** | **Supported an existing mechanism** | **Created and supported a new mechanism** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**22. Red List Species**

If the project included direct conservation interventions that benefited globally threatened species (CR, EN, VU), as per the IUCN Red List, add the species below.

Examples of interventions include: preparation or implementation of a conservation action plan, captive breeding programs, species habitat protection, species monitoring, patrolling to halt wildlife trafficking, and removal of invasive species.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Genus** | **Species** | **Common Name (Eng)** | **Status (VU, EN, CR or Extinct in the Wild)** | **Intervention** | **Population Trend at Site (increasing, decreasing, stable or unknown)** |
|  |  |  |  |  |  |

**Part V. Information Sharing and CEPF Policy**

CEPF is committed to transparent operations and to helping civil society groups share experiences, lessons learned, and results. Final completion and impact reports are made available on our Web site, [www.cepf.net](http://www.cepf.net/), and publicized in our e-newsletter and other communications.

Provide the contact details of your organization (organization name and generic email address) so that interested parties can request further information about your project.

**Organization Name:**

**Generic email address:**