**[PROJECT TITLE]**

**FINAL TECHNICAL REPORT**

**REPORTING PERIOD: – [MM DD] TO [MM DD], [YYYY]**

Submission Date: MM DD, YYYY

Grant Agreement Number: [insert number]

Project Start Date and End Date: [MM DD, YYYY] to [MM DD, YYYY]

Submitted by: [insert name of Grantee]

***[Head of Institution]***

***[Insert address]***

***Tel: [insert number]***

***Email: [insert email]***

[include signature of Head of Institution]

This document was produced for review by the Protected Areas Trust (Guyana)

1. **PROJECT OVERVIEW/SUMMARY**

|  |  |
| --- | --- |
| Project Name |  |
| Project Start Date and End Date |  |
| Name of Grantee |  |
| Grant Agreement Number |  |
| Major Counterpart Organizations (if applicable) |  |
| Name of Protected Area (if applicable) |  |
| Reporting Period |  |

* 1. **Project Description/Introduction**

Short and concise introductory section that gives an overview of the project, goals/objectives, target beneficiaries, geographical locations, etc. It should be NO MORE THAN ONE PAGE.

**1.2 Summary of Project Results**

LIST project activities as per Project Proposal. Use ‘X’ to complete outputs column. Remarks should include reasons why activities under the Grant were only partially completed or not completed at all.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Activities** | **Outputs** | | | **Remarks** |
| **Completed** | **Partial Progress** | **No Progress** |
| [state activities under each protected area separately with accurate reference to output number in Project Proposal e.g., Shell Beach] |  |  |  |  |
| Output 1: |  |  |  |  |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |
| [state activities under each protected area separately with accurate reference to output number in Project Proposal e.g., Kanuka Mountains] |  |  |  |  |
| Output 1: |  |  |  |  |
| 11 |  |  |  |  |
| 1.2 |  |  |  |  |

1. **ACTIVITY IMPLEMENTATION STATUS**
   1. Activities Completed under the Project Proposal
      1. Key Achievements under the Project (as per PA)

Briefly LIST and highlight the key achievements under the Project*.*

* + 1. Detailed Implementation Status (as per PA)

Output 1: [state as per proposal]

Activity 1.1 [state as per proposal]

[include brief narrative on status at the end of the Grant period]

Output 2 [state as per proposal]

Activity 2.1 [state as per proposal]

[include brief narrative on status at the end of the Grant period]

* 1. **Implementation Challenges**

LIST and DESCRIBE any challenges that affected the implementation of the project and how they have been addressed.

**2.3 Lessons Learnt and Recommendations**

LIST and DESCRIBE any lessons learned from the project and provide recommendations that can be used to improve future projects*.*