RESOURCE

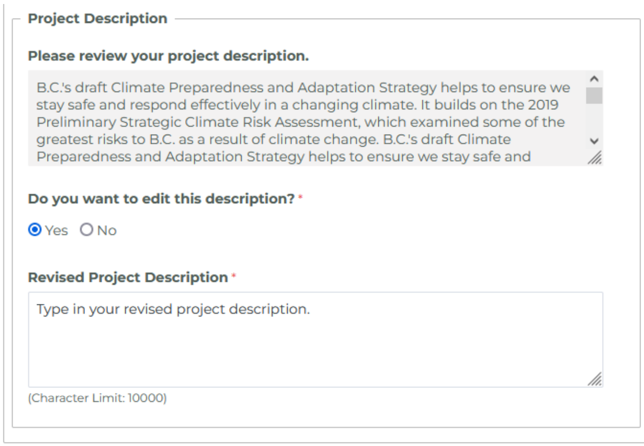
HWI Final Report FAQs

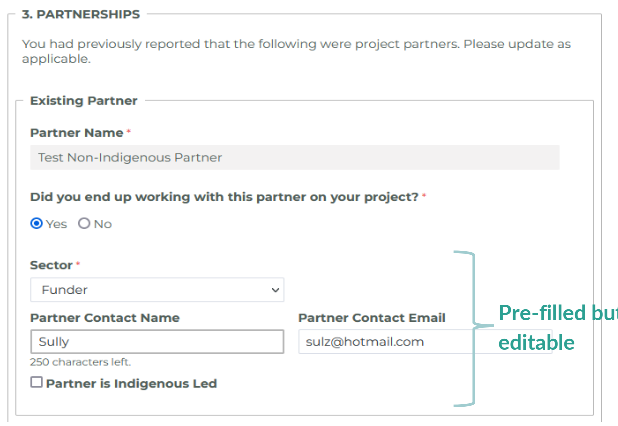
Last Updated – Feb 3, 2022

GENERAL

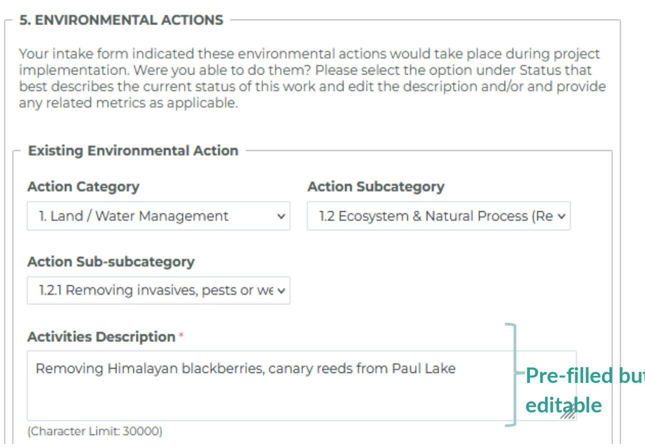
- **If we received an extension for after January 30, is there anything we need to do by January 30?**
  - No. If you received an extension (e.g. to April 30), you will not need to report until your new reporting deadline as sent to you by your file manager. Your unique link to complete your report will be emailed to your project lead 45 days before your deadline.
  - If you want to view the final reporting questions and the financial reporting form in advance, you can view them on the resources section of our website.
- **If our activities have changed significantly, would this need to be an amendment agreement or noted in the final reporting?**
  - If there was a significant change in your activities, you should have already approached us about an amendment agreement or approval. If you have not approached us, **please contact your file manager as soon as possible**. For smaller adaptations or additions, there are opportunities to note these in the final reporting form in each section.
- **Because the contract is extended, will the 5% holdback still be held back until the final report is submitted and reviewed?**
  - Yes, the 5% holdback will be held until we have reviewed and accepted your final report. However, if your organization has a cash flow concern related to paying expenses incurred for the project that are within your HWI budget, please get in touch with your file manager.
- **Our project had multiple sites in different FLNRORD regions/watersheds. How should we show how funding/jobs were distributed across those regions/watersheds?**
  - If you are in this situation, please contact your file manager. We will work with you on a separate method to break down the funding/jobs data by region for your project.

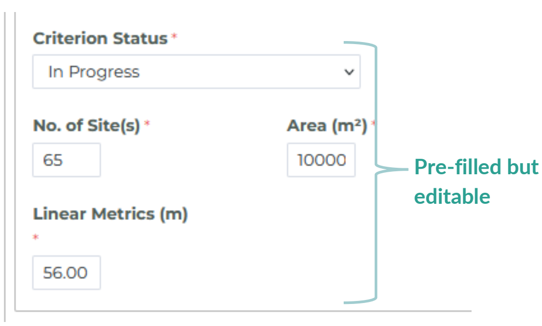
- **The online final report appears to have a lot of pre-filled sections. Does that mean we don't have to do anything?**
  - The pre-filled sections are there for ease but in many cases, are editable and should be updated where applicable. Here are some examples:





  - In the example below, the environmental activity description is prepopulated from your intake form, but can be edited, along with the quantitative metrics on number of sites, linear meters and square meters.



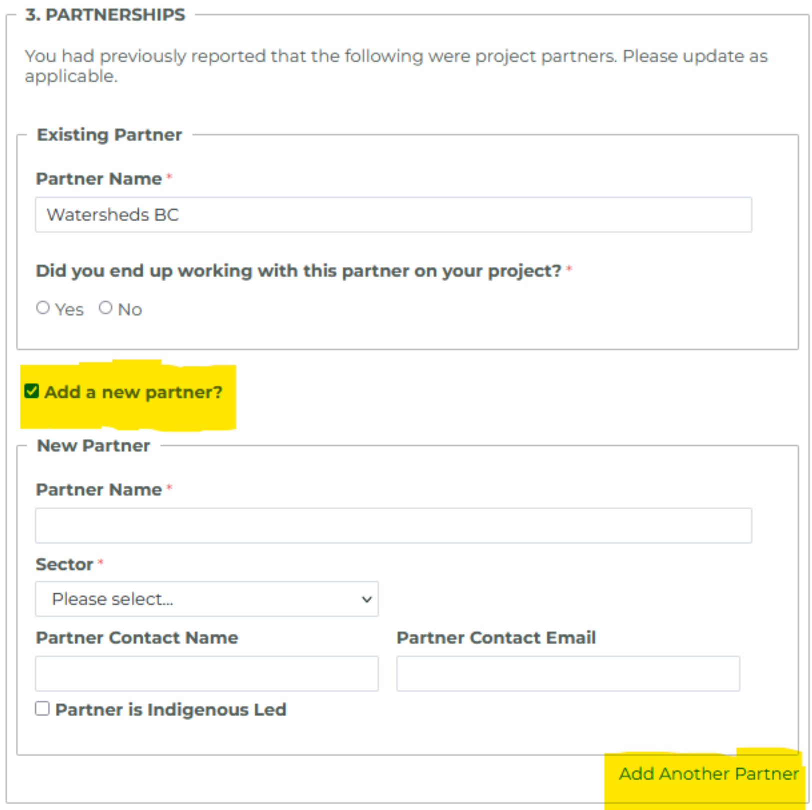


PARTNERSHIPS

- **What level of interaction qualifies as a 'partnership'?**
    - Partners are organizations who played a key role on the project. This may range from direct involvement in project design and implementation to meaningful information exchange and input. An organization who you simply sent information to about your project would not be considered a 'partner'.
    - For any partners that you identify as 'Indigenous-led' we ask for additional information on the nature of the partnership, i.e.:
        - Full partner – Nation or organization involved in project design, implementation, reporting, and follow-up work.
        - Partial partner – Nation or organization is involved in some key milestones, has a say in key elements of project design, but may not be involved in all of the operational activities.
        - Engagement – Project proponent has engaged the nation or organization, there has been info-sharing, they have sought and received input on project implementation.
        - Info-Sharing Only – Capacity, time limitations, or other constraints did not allow for fulsome participation in the project, but information sharing was consistent throughout the project.
        - Other – please describe
- **How do I determine whether a partner organization is Indigenous led?**
    - 'Indigenous Led' partners would include First Nations and organizations with the following qualities:
        - Indigenous leadership at all levels – board and executive
        - Programs delivered by Indigenous people
        - Indigenous cultures and languages central to daily operations
        - Formal protocols with Indigenous communities.

    Source: Circle on Philanthropy and Aboriginal People in Canada – See link to their matrix which was developed and based on guidance from Indigenous advisors from across Canada

- **The organizations we partnered with on this project have changed since intake. What do we do?**
    - Partners that you identified during intake will show up in the 'Existing Partner' section. If you did not end up working with this partner, please answer 'no' to the question on 'Did you end up working with this partner?'.
    - If you need to add new partners, please select 'Add a new partner' to add details. You have the option to add as many new partners as needed.



3. PARTNERSHIPS

You had previously reported that the following were project partners. Please update as applicable.

Existing Partner

Partner Name *

Watersheds BC

Did you end up working with this partner on your project? *

Yes No

Add a new partner?

New Partner

Partner Name *

Sector *

Please select...

Partner Contact Name

Partner Contact Email

Partner is Indigenous Led

Add Another Partner

FINANCIAL REPORTING

- **We purchased site and/or capital expenditures from online platforms/retailers, like Amazon and Microsoft. Do we include these expenses in the sections for 'Total spent outside of BC'?**
    - Even though the purchase was made through an online platform, the supplier may (or may not) have been in BC. If it is a small amount (e.g. $50 pack of masks) it doesn't need to be noted. If it is a large amount (e.g. $3,000 in tablets from the online Microsoft store) please use your best judgement or check with the online retailer/platform to assess if it should be included in the 'outside of BC' total.
- **We have a bit more expense in a project expense category (Direct, Indirect, Engagement, Admin), and some expenses that weren't originally itemized. Within a project expense category, what is the flexibility around changing line items?**
    - Budget changes that total less than 10% of an overall project expense category (Direct Project Expenses, Indirect Project Expenses, Engagement, Admin) are allowable without prior Foundation approval, provided that Foundation (HWI) funds are allocated to expense items identified in the Grant project submission and meet other budget guidelines. Otherwise, please contact your file manager.
    - Some small shifts to new items not previously identified within a category are generally ok if they are very clearly related to the project work and HWI objectives. For example, you budgeted for binoculars and scopes, but ended up not needing

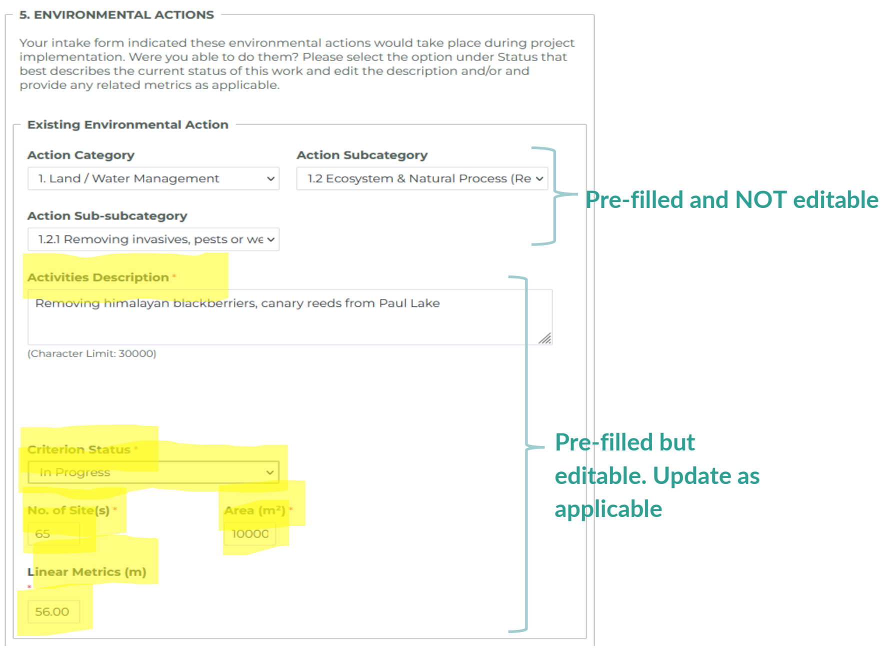
    them. You did, however, need to rent some other equipment to support restoration activities. If you are unsure, contact your file manager.

    - Please make a note of changes at the bottom of your reporting form where it says: 'Comments (if applicable) on any significant changes in budget compared to final actual'.
    - Note: Budget changes are not allowable if they would result in Foundation funds exceeding the total approved grant amount (those types of increases in total grant amount require a funding agreement amendment).

- **Due to supply chain challenges, we were not able to get materials to the site in time to complete the work. We have funding to complete the work post-HWI but we used HWI funds to purchase the materials. Is this acceptable?**
    - Yes.
    - If you are in a situation where you have hired/contracted labour to do work using HWI funds, but they were unable to complete that work within your project's HWI deadline due to weather/other constraints, please contact your file manager to discuss options.
- **Can we use the 'Engagement – Evaluation and Learning' budget for staff time related to attending workshops, writing reports, and coaching/supporting the field crew team hired?**
    - Evaluation support can cover a number of activities. This category was identified to help ensure that there were project team time/resources to complete HWI final reporting; attend HWI-supported workshops, learning and evaluation events; and support the organization's learning and evaluation for their project.
    - If the project team was able to be involved in those and still have budget leftover in this category, it is permissible to use that budget for overall project team learning, reporting, and support.
- **Initially, HWI funds needed to be fully spent by Dec. 15, but we need to retain staff to support HWI final reporting. How should we manage this?**
    - You can use funds for labour spent on reporting after Dec. 15 (or your project deadline). Please show this as committed funds in your financial reporting (ie. include that staff person's post-Dec. 15 labour expense and hours as part of your financial reporting).
- **Do we need to submit receipts or detailed ledgers?**
    - Staff time ledgers, receipts, invoices, and/or quotes do not need to be submitted with your final report form. However, you should keep those documents handy in case there is a need for follow up.

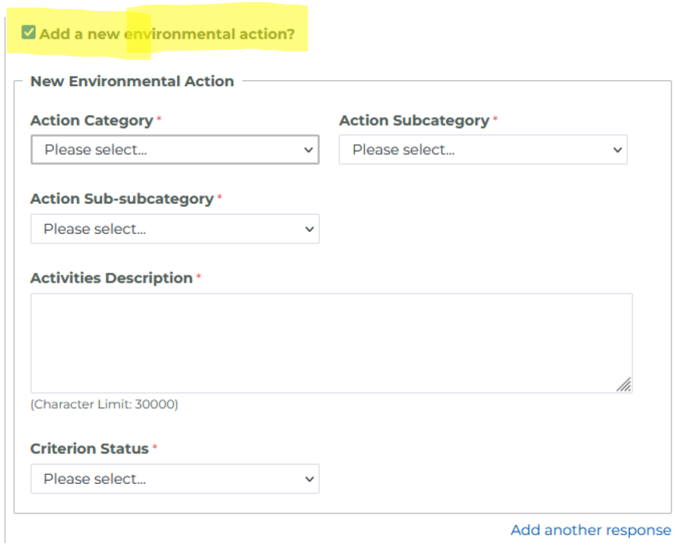
ENVIRONMENTAL CRITERIA

- **From the final reporting questions template on the [resources page]() of the HWI website, this section appears to just be seeking high level information about the main Environmental Action Category. Is that correct?**
    - No. In this section of your actual online reporting form, there are pre-filled sub-sections for each Action Sub-subcategory that you identified in your intake, though we have reduced the number of metrics you need to report on for many of the sub-subcategories. Please update these metrics with your actuals as applicable, and update the 'Criterion Status':

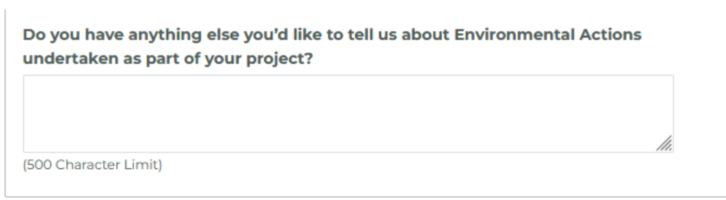


    - Note: If you want to see what metrics we are asking you to report on ahead of time, you can view them on the final reporting questions available on our [website](). If there is no quantitative metric listed under the category, you are only being asked to review the 'Activities Description' and update if needed.

- **We were able to do more than what we estimated. Should we update the associated environmental actions?**
    - Yes. Please update the environmental actions that they relate to. For example, during intake, you planned on removing invasive species for a new habitat [Action Sub-subcategory 1.2.1] from 3 sites, but you actually did this at 6 sites. Please update the existing environmental action metrics as applicable (see screenshot above).
    - If you need to add new categories/sub-categories, there is a field for you to do that:



- You can also include more details about the additional work or environmental impacts generally in the final comments section at the end of the Environmental Actions section:



- If you did work at additional sites, we would greatly appreciate the longitude/latitudes for them if available.

DELIVERABLES

- **We were able to do more than we estimated in our deliverables. Should we update the associated deliverable description?**
  - Yes. Under status indicate 'changed' and update the deliverable description to include the additions. Please provide context for the change/addition in the 'Comments on Deliverable' box.

- **We were unable to complete a deliverable. What should we do?**
  - Please update the status to "cancelled" and provide more information in the "Comments on Deliverable" box.

7. DELIVERABLES

Progress on Deliverables: Please update the status of each deliverable outlined in Schedule A of your funding agreement. If you select "Changed," please revise the Deliverable description to reflect the change. You can provide an explanation or context for the change under 'Comments on Deliverable.' If you have links to any online products (reports, websites, videos, tools, media coverage, etc.) related to your deliverable, you may provide these at the end of the report, under 'Supporting Documents'.

Contract Deliverable

Theme *

Engagement & Learning

Status *

Complete

Description *

bringing 5 school groups to the site to learn about invasive species

Comments on Deliverable: Would you like to provide any additional context on this deliverable? If applicable, please comment on any changes or modifications made.

(Character Limit: 1500)