

**ecoENERGY for Personal Vehicles Program**

**FINAL REPORT TEMPLATE**

**This report must be completed at the end of the project and co-signed by project proponents.**

**A. Background information**

Complete the following general information about the project. See the information agreed to in the contribution agreement.

<b>Project title</b>	
<b>Proponent name</b>	
<b>Project start date</b>	
<b>Project end date</b>	
<b>Partners (collaborators and funders)</b>	

**B. Financial summary**

Your project must account for all expenses and revenues. As outlined in Schedule C, clause \_\_\_ of the contribution agreement signed between Canada and the proponent. (The relevant clause in Schedule C of the contribution agreement will be cut and pasted here).

i) **Total budget summary for (insert project name here)**

**Mandatory template for financial reporting**

Project costs	Expenses		Funding source					
	Forecast	Actual	ecoENERGY for Personal Vehicles (NRCan)		Other sources: Cash		Other sources: In-kind	
	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual
Salaries								
Materials, supplies and equipment (e.g. supplies for a demonstration)								
Production of other materials (e.g. education materials, printing of posters, brochures)								
Equipment								
Promotion (e.g. Web site, advertising, direct mailings)								
Travel (e.g. to conduct workshops, presentations)								
All other expenses								
<b>Total</b>								

ii) **For all “Other sources” of funding entered above (Cash and In-kind), list each organization and the amount of support it provided.**

Organization	\$ Cash	\$ In-kind

iii) Explain any differences between the forecasted budget and actual budget.

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**C. Results**

Complete the following sections. (If you need additional sheets, copy this page.)

<b>1. Project goals and objectives</b>	
Referring to Appendix A of your contribution agreement, your original project proposal and work plan, summarize your project's goals and objectives.	
<b>2. Variances from the proposed work plan</b>	
Explain any variances from your proposed work plan.	
<b>3. Performance measurement results</b>	
List your performance measurement indicators and measurable results. Add rows as required	
<b>Project and performance measurement indicators</b>	<b>Measurable results</b>

**4. Successes and accomplishments**

Referring to your goals and objectives statements and performance measurement indicators, comment on the extent to which your project met them.

**5. Raising awareness of climate change and bringing local relevance**

Referring to your performance measurement indicators and measurable results, comment on the extent to which your project contributed towards raising awareness of climate change related to personal vehicle use and to bringing local relevance to the program.

**6. Changing behaviour**

Referring to your performance measurement indicators and measurable results, comment on the extent to which your project contributed toward changing behaviour related to reducing greenhouse gas emissions as they relate to personal vehicle use.

**7. Sustainability**

Comment on how your organization's capacity was increased by undertaking this project (e.g. new skills developed or improved, new partnerships created, increased ability to manage project elements, communications, events). Has your project become more sustainable over the course of the contribution agreement (i.e. through support from more partners)?

**8. Media and promotion**

If applicable to your project, summarize the types of media and promotion your project achieved.

<b>Category of medium</b> Specify Print (specify weekly, daily, magazine, etc.) or Electronic (specify T.V., radio, Web, e-mail, etc.)	<b>Type of promotion</b> Specify article, interview, promotion, radio spot, public service announcement (PSA), advertisement, etc.	<b>Number of types of promotions</b> (articles, ads, PSA, etc.) e.g. 10 articles	<b>Audience reach or circulation</b> e.g. 20 000 readership

**9. Unanticipated results**

List any results, positive or negative, from your project that were not anticipated (e.g. new partnerships formed).

**10. Partnerships**

What type of activities did you undertake with your partners during your project? What was the role of your partners (e.g. funders, distributors of information, advisory role, publicity, etc.)?

**11. Challenges**

What challenges did your group face, what options were considered, and what solutions were implemented during the project? Consider obstacles, delays, impacts on the work plan, timeline, budget, and resources used. Describe how your organization adjusted accordingly.

**12. Lessons learned**

What did you learn from this project experience that could serve as advice to other organizations that want to undertake a similar project?

**13. ecoENERGY for Personal Vehicles program feedback**

a) Were the program information and materials provided by your Project Manager helpful? Explain.

b) Was the service provided by the program's Project Manager helpful? Explain and give feedback on areas for improvement.

**14. Other comments**

Give us any other relevant information on your project or on the ecoENERGY for Personal Vehicles program.

**F. Signature**

Organization representative: \_\_\_\_\_ Date: \_\_\_\_\_