

Final Report

A final performance report will be required upon completion of the project. The final report will be posted on the SCBGP website and represents an important vehicle for sharing project findings with Federal and State agencies and the public. Final performance reports must illustrate the completion of the activities and outcomes associated with the project. Please complete the following report using the format provided and return to samasnyder@pa.gov.

PROJECT TITLE:

ORGANIZATION:

PROJECT SUMMARY:

Provide a background for the initial purpose of the project, which includes the specific issue, the problem, or need that was addressed by this project.

Describe the importance and timeliness of the project.

If the project built on a previously funded project with the SCBGP or the SCBGP-FB describe how this project complemented and enhanced previously completed work.

PROJECT APPROACH:

Briefly summarize activities and tasks performed during the entire grant period. Whenever possible, describe the work accomplished in both quantitative and qualitative terms. Specifically, discuss the tasks provided in the Work Plan of the approved project proposal. Include the significant results, accomplishments, conclusions and recommendations. Include favorable or unusual developments.

If the overall scope of the project benefitted commodities other than specialty crops, indicate how project staff ensured that funds were used to solely enhance the competitiveness of specialty crops.

Present the significant contributions and role of project partners in the project.

GOALS AND OUTCOMES ACHIEVED:

Describe the activities that were completed in order to achieve the performance goals and measurable outcomes identified in the approved project proposal or subsequent amendments.

If outcome measures were long term, summarize the progress that has been made towards achievement.

Provide a comparison of actual accomplishments with the goals established for the reporting period.

Clearly convey completion of achieving outcomes by illustrating baseline data that has been gathered to date and showing the progress toward achieving set targets.

Highlight the major successful outcomes of the project in quantifiable terms.

BENEFICIARIES:

Provide a description of the groups and other operations that benefited from the completion of this project's accomplishments.

Clearly state the number of beneficiaries affected by the project's accomplishments and/or the potential economic impact of the project.

LESSONS LEARNED:

Offer insights into the lessons learned by the project staff as a result of completing this project. This section is meant to illustrate the positive and negative results and conclusions for the project.

Describe unexpected outcomes or results that were an effect of implementing this project.

If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.

Lessons learned should draw on positive experiences (i.e., good ideas that improve project efficiency or save money) and negative experiences (i.e., lessons learned about what did not go well and what needs to be changed).

CONTACT PERSON:

Name the Contact Person for the Project

Telephone Number

Email Address

ADDITIONAL INFORMATION:

Provide additional information available (i.e. publications, websites, photographs) that is not applicable to any of the prior sections.