

Final Performance Report Requirements

Effective for SCBGP-FB14 awards going forward

Project Title

Project Summary

- Briefly summarize the project and its accomplishments in 200 words or less. This should be a self-contained description of the project suitable for dissemination to the public.

Project Purpose

- Describe the objectives and purpose of the project, including the specific issue, problem, or need that was addressed by the project.
- Describe the importance and timeliness of the project.
- If the project built on a previously funded project with the SCBGP or SCBGP-FB, describe how this project complemented and enhanced previously completed work.

Project Activities

- Briefly describe the work accomplished during the grant period. What specific tasks from the **Work Plan** of the approved project proposal were accomplished throughout the project? Whenever possible, describe the work accomplished in both quantitative and qualitative terms, including any significant results, accomplishments, conclusions and recommendations resulting from the project. Be sure to include any 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.

Goals and Outcomes Achieved

- Describe the achievement of the performance goals and measurable outcomes identified in the approved project proposal and subsequent amendments and provide a comparison of actual accomplishments with the goals established for the project. This should include a comparison of baseline or benchmark data with quantifiable targets that was established prior to or in the initial phases of the project.
- Include any recommendations or conclusions that can be made based upon your data and project outcomes.
- If outcome measures are long-term, summarize the progress that has been made towards achievement and describe future activities that will be conducted after the project's completion to help lead to the fulfillment of the outcomes.

Beneficiaries

- Describe the specialty crop groups and other stakeholders that benefited from the completion of this project's accomplishments.
- How many benefited from the project?
- How did they benefit from the project?

Lessons Learned

- If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving.
- Describe any lessons you learned in the administration of the project that might be helpful for others who would want to implement a similar project.

- 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.
- Be sure to include any documents, publications, or other attachments referenced throughout the report. If the attachments are large, the Grantee should consider combining them as an appendix to the full report and submitting the appendix as a separate file.