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Contractor Final Report Template

Please submit a report based on this template to stephane@seconference.org as part of the completion of your AMC-funded project.

Name of Project:

Name of Individual Completing the Report:

Email and Phone Number:

Submission Date:

PROJECT REPORT:

Please provide a 3-5+ page narrative documenting your completed project, using the prompts below to guide your response.

- **Purpose and Context:** What issue(s) did the project address, and why was it important? Include relevant background and context.
- **Activities and Outcomes:** Describe in detail the activities completed, accomplishments, and outcomes of the project. Where possible, compare these outcomes to the original objectives.
- **Challenges and Lessons Learned:** Reflect on what worked well, what didn't, and what you might do differently in future projects. Share any advice for others undertaking similar work. Note any changes or adjustments made during implementation.
- **Next Steps:** Share any plans to continue, expand, or build upon this project.
- **Additional Information:** Include anything else you'd like to share that hasn't been covered above.

DATA & WORK PRODUCTS:

- **Work Products:** List and share (link or attach via email) all products from your project including:
 - Reports, publications, and presentations.
 - Lab reports and analyses.
 - Designs, drawings, and maps.
 - Business plans and financial modeling tools.
 - Photos, videos, and other media.

*Please include a brief description to contextualize each product, and ensure all links are accessible to people outside of your organization.

- **Data:** If your project generated data, please link or attach a clean, well-labeled copy in a usable format (e.g., Excel, CSV).

PROJECT VISIBILITY AND OUTREACH:

Share any materials (link or attach via email) or activities that communicate your project and its impact, including:

- Newsletters, blog posts, website updates.
- Media coverage (articles, interviews, etc.).
- Social media content or testimonials.
- Community events, presentations, or workshops.

* Please include a brief description to contextualize each product, and ensure all links are accessible to people outside of your organization. For events or activities, summarize what took place, when, and who was involved.

PARTNER ORGANIZATIONS AND COLLABORATORS:

If not described in your summary above, please list any additional organizations, agencies, or individuals that had a significant role in this project. Describe their role and contribution.

Thank you for your work and for completing this report. If you have any final reflections or questions, feel free to include them here or reach out to stephane@seconference.org.