

WQHIP - Landowner Reporting Form

First Name	
Last Name	
Business Name (if applicable)	

Project Location Address

Street	
City	
Postal Code	

Project Type (e.g., tree planting, cover crops, invasive species management, nutrient management plan, etc.)

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Project Details

# and Species of Trees Planted	
# and Species of Shrubs Planted	
# and Species of Herbaceous/Grasses Planted	
Amount of Seed, Species and Area Seeded	
Species of Invasive Plants Removed	
Other Details (i.e. size of culvert)	

Landowner Time

Volunteers

Estimate of hours spent on the project		# of volunteers involved in the project	
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Please write a description of your project and how well implementation went.

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Photos

Check box if photo has been attached.

**Photos may be used by CH staff for internal and external reporting and promotion. Any photos showing details of the location will NOT be used for external promotions to maintain the privacy of the landowner.*

Before Photo

During Photo

After Photo

Quotes

If you are willing, please take a few moments to include a few sentences about your experience with the WQHIP program such as why you did the project and how it is beneficial.

**These quotes may be used for reporting and/or outreach purposes, however no personal information will be given.*

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WQHIP - Project Financial Tracking Form

All receipts must be scanned and submitted along with the Finance Tracking Form. Please record a number on each receipt to correspond to the Finance Tracking Form to allow for fast review of your submission.

*Do not include ineligible expenses on this form. I.e. Cost to purchase tools, equipment or your own labour.

Rcpt #	Description of Item (s)	Vendor Name	Sub-Total	HST	Total Cost
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$
11					\$
12					\$
13					\$
14					\$
15					\$
16					\$
17					\$
18					\$
19					\$
20					\$
TOTAL COST			\$	\$	\$
Landowner Cost					\$
Reimbursement Amount					\$

Please be aware that the amount calculated on this form for reimbursement is not guaranteed until a review of the receipts has been completed and that all expenses are confirmed to be eligible. Furthermore, reimbursement will occur only once a site inspection has been completed by Conservation Halton staff to confirm that the works have been undertaken.

Optional: Please provide any feedback or recommendations you have for this program and its administration.