**PROJECT**

**ANNUAL REPORT**

The following annual report is required to be on file and reviewed by Field to Market annually for each year the Project is active. The reporting period is January 1 through April 30 for data collected in the previous crop year.

Annual Reports must be submitted during the reporting period to maintain an Active Project registration on the public-facing Project Directory. Please note that delinquent reporting will result in the public-facing status being changed to reflect non-conformity (Suspended). The information provided in your annual report will serve as a public-facing report on progress achieved against your project’s continuous improvement goal(s) and objectives.

Confidential information is clearly noted below and will only be made available to relevant staff at Field to Market. Timely and accurate reporting ensures that your organization can credibly demonstrate your efforts to accelerate continuous improvement and support Field to Market in demonstrating the collective impact of all members in driving sustainable agriculture forward.

**PHASE TWO**

**SECTION ONE: PROJECT REQUIREMENTS, TERMS AND CONDITIONS**
*Please affirm Fieldprint Project requirements have been fulfilled (see Registration Form and Handbook):*

[x]  I affirm that I comply with all Field to Market Process Requirements, Project Terms and Conditions

[ ] Amendment(s) to Project will be filed with Field to Market within **30** days of substantive changes from Registration and/or Annual Report(s) to update the project’s listing in the Project Directory.

 *PLEASE NOTE: A version history of your submitted plan will remain viewable on the Project Directory for transparency.*

**SECTION TWO: PROJECT STATS**

1. **Project Stats**
*Please report progress against stats that are included in the project. Report the number of active growers and total acres enrolled in the project for each crop for this reporting year. For Insight and Innovation Projects, please also report the number of acres entered into the Fieldprint Platform.*

**PHASE TWO**

|  |  |  |
| --- | --- | --- |
| Growers | Enrolled Acres | Entered acres – Required for Insight and Innovation Projects  |
| Click here to enter number of Growers. | Click here to enter Enrolled acres. | Click here to enter Entered Acres. |

1. **Aggregate Metric Outcome(s)/Measurement Claim** *(Optional)*

*The aggregated outcomes for all enrolled participants in the project on the desired metric(s) must be provided here.*

*Please note these must be reported as static amounts (i.e. one-year snapshot) and not trends or comparison of multiple years.*

Click here to enter text.

1. **Project Location (Counties)** *In order to share more accurate project information, we are asking all active projects to report the counties that they operate within.*
2. **Accounting for shared projects** *(Optional)*

*If the project intends to allocate acres and growers to multiple downstream companies, please note appropriate allocation amounts below for this year. This applies for cases where multiple Project Sponsors have agreed to share acres and growers within a project and is particularly important for any company that wishes to utilize the project to measure and evaluate improvements in metric outcomes.*

*Please complete chart on the next page.*

|  |  |  |  |
| --- | --- | --- | --- |
| Brand or Retailer Project Sponsor | Crop type allocated (one per member company) | Growers allocated  | Enrolled Acres allocated (Insight and Innovation Projects)(optional) |
| Click here to enter Brand/Retailer. | Choose crop type.  | Click here to enter number of growers allocated. | Click here to enter number of acres allocated. |
| Click here to enter Brand/Retailer. | Choose crop type.  | Click here to enter number of growers allocated. | Click here to enter number of acres allocated. |

 **SECTION THREE: CONTINUOUS IMPROVEMENT PROGRESS**

**PHASE TWO**

*Our goal is to support you in communicating the interim steps you are taking to support farmers in accelerating continuous improvement in the targeted sustainability outcome and to create an authentic conversation to better inform stakeholders on the challenges and successes in advancing sustainable agriculture.*

1. **Objectives**

*Please report the continuous improvement strategies and activities implemented to deliver progress against the previously reported objective(s) of your Continuous Improvement Plan. In your description, please consider noting any challenges in achieving the objective if you feel your progress and/or success was impacted by factors outside of your control (i.e., extreme weather, disease pressures, etc.).*

|  |  |  |  |
| --- | --- | --- | --- |
| Objective | Evaluation Mechanism  | Annual Progress Report | Level of Verification  |
| Prepopulated Objective 1  | Prepopulated Baseline 1  | Click here to report progress for Objective 1.  | [ ]  I self-reported results[ ]  A partner validated results[ ]  An independent, third-party validated results  |
|  |  |  |  |
|  |  |  |  |

**PHASE TWO**

1. **Adaptive Management** (Optional)
*If there are challenges or opportunities that you would like to confidentially communicate to Field to Market about the project, please do so here.*

*Click here to enter text*

1. **Grower Engagement and Support (Optional)**

*Reflect on your strategy for using grower engagement to influence continuous improvement in sustainability outcomes. What accomplishments have been realized in the crop year?*

Click here to enter text.

 **4. Level of Verification**

**PHASE TWO**

*How were the results reported in this annual report validated?*

*For more information about the Verification process and requirements for each level, please review Field to Market’s Assurance Principles which outline criteria for verifying claims.*

[ ]  I self-reported results

[ ]  A partner validated results

[ ]  An independent, third-party validated results

**CONTACT INFORMATION**

**Name:** Click here to enter text. **Title:** Click here to enter text.

**Organization:** Click here to enter text.

**Email:** Click here to enter text.

**Phone:** Click here to enter text.

**Date submitted:** Click here to enter a date.