



Community Grant Program Final Report

Policy TR.18.2 "Community Grant Program" provides a detailed explanation of Council's Community Grant Program. Section 10.0 explains the requirements for a final report. Every applicant who was successful in receiving a community grant is required to submit a final report to the Town, no later than 90 days following completion of the activity/program or by November 30th, whichever is earlier.

Please use this reporting form and attach any supplementary documents which are required to support the final report. All final reports will be presented to Council by staff. If no final report is received in any given year, no future applications for grant funding will be considered until all required documentation and reporting is received and accepted by the Town. If you need additional space to answer questions, please provide the answer on a separate sheet of paper and attach to your final report.

A. Applicant/Organization Information

Applicant Name: _____

Applicant Email Address: _____

Applicant Phone Number: _____

Organization Name: _____

B. Grant Description

Amount of Money Received: _____

Project (What Grant Was Given to Fund): _____

C. Grant Spending Details

Did you use all of the Council grant? Yes _____ No _____

If yes, please provide a detailed description of your activity/program and how the funds were specifically used.

If no, please explain why the funds were not all used.

D. Documents to Include with Final Report

Please include a final budget versus actual chart which clearly shows all revenue received and all expenditures attributed to the activity/program. Please be sure to clearly identify the Council Community Grant funding as a revenue.

Please include a separate cover letter which explains the mission and vision for your organization and how the Council Community Grant funding has supported your activity/program/organization. Please give an explanation of how you feel that the activity/program which received the Council Community Grant has been of benefit to the community as a whole.

E. Signature

I am a signing officer for the Community Grant recipient and by signing this final report, I hereby acknowledge that the organization which received the Community Grant has followed all requirements associated with the Community Grant Program and has expended funds on activities/programs as approved by the Town.

Signature

Date

Printed Name of Signatory

F. Final Report Checklist

Use the check boxes below to ensure that you have provided all required information.

- Unused funds returned
- Budget versus actual for activity benefitting from the funds included
- Cover letter included
- Final report submitted 90 days after activity
- Final report submitted by November 30th
- All supplemental documents included
- Extra paper containing responses included