



COMMUNITY GRANT PROGRAM FINAL REPORT FORM

PART A – APPLICANT INFORMATION

Organization Name:

Mailing Address:

Contact Person:

Phone Number:

Email:

Funding Requested:

Amount Received:

PART B – PROJECT INFORMATION

What was the purpose of your project, program, service, activity or event?

Describe the event/program success:



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Number of volunteers and/or organization participants:

Event attendance figures (if applicable):

Evaluation of impact on the local community:



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PART C – EVENT BUDGET	
Event/Project:	
Date:	
REVENUES:	
Other Grants Source	Total Received (\$)
	\$
	\$
	\$
Admissions/Fees:	\$
Other Revenues:	
	\$
	\$
	\$
	\$
	\$
Total Revenues	\$
EXPENSES:	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$
Net Income	\$

*Grant recipients may submit an alternative Financial Statement, provided it is computer generated and easily legible.



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Notes for all Community Grant Recipients:

1. All pages of the Final Report Form must be completed electronically for submission. Handwritten applications will not be accepted.
2. It is the sole responsibility of the applicant to ensure that all required documentation and information is received at the District office by the Final Report deadline.
3. Please include a copy of all print material acknowledging the financial support of the District of Sooke (including but not limited to newspaper articles, ads, press releases, programs, etc.)

Final Report Forms may be emailed to: info@sooke.ca (attn: Community Grants Final Reports)