



# City of Nanaimo Culture & Heritage Grants

## Final Report

This is a template for the City of Nanaimo's Culture & Heritage Grant Final Report and should be used by applicants when creating final reports.

### How to Submit your Final Report

Submit completed final reports to:

- **By Mail:** c/o Culture & Heritage, City of Nanaimo  
455 Wallace Street, Nanaimo BC V9R 5J6
- **In Person:** c/o Culture & Heritage, City of Nanaimo  
Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC



**IMPORTANT NOTE:** Applicants must provide final reports within 90 days of the conclusion of the project/event. Provide a separate final report for each grant received. **Failure to provide a final report will result in the rejection of new applications.**



**For more information, please contact Culture & Heritage  
at 250-755-4483 or [cultureandheritage@nanaimo.ca](mailto:cultureandheritage@nanaimo.ca).**

**Applicant Information**

Legal Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Grant Type: Project \_\_\_\_ Operating \_\_\_\_ Grant Amount: \_\_\_\_\_ Grant Year: \_\_\_\_\_

*(please ensure this figure accurately reflects the amount granted)*

**Project / Program of Work Information (max. three (3) pages, single sided, no staples)**

Attach the following information:

- Brief description of the project or program of work.
- A summary of the activities undertaken, noting any changes to the original proposal and why.
- Impact of the project or program of work on the artists, other participants and public involved.
- Impact of the project or program of work on the organization, main accomplishments and challenges, if any.
- Financial impact and levels of participation.
- Include statistics where applicable and describe how the Culture & Heritage Operating Grant assisted your organization in meeting its objectives and in furthering the goals of the 2014-2020 Cultural Plan for a Creative Nanaimo.

**Financial & Statistical Information**

Attach the following information:

- Include specific notes on budget items (i.e. changes from original application)
- Statistical information (for projects, events and festivals, please indicate # of participants, volunteers, spectators, etc.)
- An audited or independently prepared financial statement for the organization's most recently completed fiscal year (as submitted to the Province in your annual report)

**Further Support Material (max. four (4) pages, single sided – scanned copies only – do not include originals)**

- Attach further support materials, which may include sample of a program, poster or brochure of one event in previous or current year.

**Signature and Declaration**

I hereby certify that the information included with this final report is complete, is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this final report on behalf of the above-named organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

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