



City of Nanaimo Downtown Event Revitalization Funding Program

Final Report Form

This is a template for the City of Nanaimo's Downtown Event Revitalization Funding Program Final Report and should be used by applicants when creating final reports.

How to Submit your Final Report

Submit completed final reports to:

- **By Email** to culturegrants@nanaimo.ca
(PDF attachments only, total email size must not exceed 10 MB)
- **By Dropbox** to the Bowen Complex located at 500 Bowen Road. The dropbox is located on the lower level of the building near the tennis courts (Pine Street Entrance). The building is open to program registrants only (as of September 10). Please make sure your package is clearly marked with the applicable grant name.
- **By Mail** to 455 Wallace Street, Nanaimo, BC V9R 5J6

Please Note

Applicants must provide final reports within 90 days of the conclusion of the project/event using this form. Provide a separate final report for each grant received. Failure to provide a final report will render new applications ineligible.

COVID & Your 2020 City Grant

Grant recipients were informed by City Staff that those who can postpone activities and events to another date in 2020 should plan to do so. If you were unable to follow through with your proposed program in 2020 due to COVID-19, you are not required to pay back any expenses that you have already incurred. You are expected to respect the contractual obligations you have made to pay artists and other workers and suppliers. However, if you were reimbursed for some expenses or did not use the full amount of your grant, you are required to pay back unspent amounts and provide accurate records and details in your Final Report to the City, using this form.

For more information, contact

Parks, Recreation & Culture
250-755-4483
cultureandevents@nanaimo.ca

Last updated September 2020

City of Nanaimo
**Downtown Event Revitalization
Funding Program**

Final Report Form

Applicant Information

Legal Name of Organization _____

Mailing Address _____ Postal Code _____

Phone _____ Fax _____

Contact Person _____ Position _____

Phone _____ Email _____

Amount Granted \$ _____ Grant Year _____

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

Event / Project Title _____

Location _____ Date _____

Attach the following **required** information:

- i.** Brief description of the project or program of work . **For 2020, address the impacts of COVID-19 on your event/project.**
- ii.** Impact of the project or program of work on the artists, other participants and public involved.
- iii.** Impact of the project or program of work on the organization, main accomplishments and challenges, if any.
- iv.** Financial impact and levels of participation. Please highlight other sources of funding.
- v.** A summary of the activities undertaken, noting any changes to the original proposal & why. **Include changes related to COVID-19.**

Participants

Organizers

Volunteers

Spectators

Financial & Statistical Information

Attach the following **required** information:

- Include specific notes on budget items (i.e. changes from original application, **including changes related to COVID-19**)
- Statistical information (# of participants, # of volunteers, etc.)
- Final Project Budget **See note on front page regarding COVID & Your 2020 City Grant.** If applicable, ensure these details are **included; including the amount of funds spent; amount of funds to be returned; and your organization's plans/timeline for returning any unused funds to the City.**

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