



City of Nanaimo Culture & Heritage Operating Grant (1-Year or 3-Year Funding)

Final Report Form (2021)

This is a template for the City of Nanaimo's Culture & Heritage Operating Grant (1-Year or 3-Year) Final Report and should be used by applicants when completing final reports.

How to Submit your Final Report

- **By Email:** culturegrants@nanaimo.ca
(PDF attachments only, total email size must not exceed 10 MB)
- **By Mail:** c/o Culture & Events, City of Nanaimo, 455 Wallace Street, Nanaimo BC V9R 5J6
- **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). Please make sure your package is clearly marked with the applicable grant name).

Important Note

- Applicants must provide final reports within 90 days of the conclusion of the project/event using this template. Applicants must 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 & Events

250-755-4483

culturegrants@nanaimo.ca

Last updated: June 2021

Final Report Form

Applicant Information

Legal Name of Organization:					
Mailing Address:					
Phone Number:		Fax:			
Contact Person:		Position:			
Email Address:					
Grant Type:	Operating Grant (1-Year) or (3-Year)	Grant Amount:		Grant Year:	

Project / Program of Work Information

Brief description of the project or program of work undertaken:

A summary of the activities undertaken, noting any changes to the original proposal and why:

Impact of the program of work on the artists, other participants and public involved:

Impact of the program of work on the organization, main accomplishments and challenges:

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

- 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)

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.):

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

Did your project have an artistic or creative outcome that you would like to share with us? If so, please attach and share documentation of that outcome with us when you file this report (digital files are preferred). Some suggested materials you may wish to include:

- A sample of a program poster or brochure of one event in previous or current year
- Digital documentation of your programs, activities or events (up to 5 images, in jpg format, under 10 MB, small file sizes are preferred)

Signature & 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

Freedom of Information and Protection of Privacy Act Statement: Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

To download an excel version of this budget form, visit www.nanaimo.ca/goto/grants.

Culture & Heritage Grant Operating Budget Form

Organization Name:				
<p>This form is designed for all types of organizations. You are only required to complete the lines relevant to your organization. Please indicate your fiscal year cycle. You may include notes for any line item that requires more detail on a separate page. Your proposed budget must balance.</p>	PROPOSED BUDGET	Confirmed or Pending	LAST YEAR'S ACTUALS	
	ENTER YOUR FISCAL YEAR:		SPECIFY YOUR PREVIOUS FISCAL YEAR:	
REVENUE				
EARNED REVENUE				
Admissions and box office from ticket sales, subscriptions, membership or group admissions				
Co-production revenues				
Fees from workshops, classes, conferences, seminars, annual meetings, colloquia				
Membership dues or fees				
Sales of merchandise				
Facilities and equipment rental or sale of works of art				
Other earned revenue (please specify)				
Total Earned Revenue				
PRIVATE SECTOR REVENUE				
Donations (Individual or Corporate)				
Sponsorships (Cash)				
Foundation grants and donations				
Fundraising events (gross)				
In-kind goods and services revenues from private sector (audited)				
Other private sector revenues				
Total Private Sector Revenue				

FEDERAL				
	Canada Council Operating grant			
	Other Canada Council grants			
	Department of Canadian Heritage			
	Other federal			
	Total federal public revenues			
MUNICIPAL AND REGIONAL REVENUES				
	City of Nanaimo Operating Grant (THIS GRANT REQUEST)			
	City of Nanaimo Project Grants			
	Other municipal or regional funding			
	Other public sector revenues			
	In-kind goods and services revenues from public sector (audited)			
	Total public sector revenues			
	Please Specify:			
	Please Specify:			
	Total other revenues			
	TOTAL REVENUES (A)			

EXPENSES			
ARTISTIC EXPENSES, INCL. EXHIBITION, PRODUCTION, TECHNICAL, PROGRAMMING, SERVICES			
	Artists and professional fees		
	Artistic salaries - permanent and temporary employees		
	Copyright, reproduction and royalties payments		
PRODUCTION / TECHNICAL SALARIES AND FEES			
	Production / technical salaries - permanent and temporary employees		
	Production / technical services - contract and professional fees		
PROGRAMMING EXPENSES			
	Exhibition / programming / production / distribution (media arts) / special projects expenses		
	Touring / circulation expenses		
	Professional development programming		
	Catalogues / documentation / publications		
	Education, audience development and outreach		
	Membership and registration		
	Other programming expenses (Please specify)		
	Total artistic expenses		
FACILITY OPERATING EXPENSES			
	Facility operating salaries - permanent and temporary employees		
	Facility operating professional fees		
	General facility expenses		
	Rent or mortgage interest		
	Other facility expenses		
	Total facility operating expenses		
MARKETING & COMMUNICATION EXPENSES			
	Marketing and communications salaries - permanent and temporary employees		
	Marketing and communications professional fees		
	Marketing production fees		
	Advertising purchases		

	Other marketing and communication expenses (please specify)			
	Total marketing and communication expenses			
FUNDRAISING EXPENSES				
	Fundraising salaries - permanent and temporary employees			
	Fundraising professional fees			
	Fundraising events (gross)			
	Other fundraising expenses (please specify)			
	Total fundraising expenses			
ADMINISTRATION EXPENSES				
	Administrative salaries - permanent and temporary employees			
	Administrative professional fees			
	Rent or mortgage for administrative space			
	Other administrative expenses (please specify)			
	Total administrative expenses			
	TOTAL EXPENSES (B)			

	SURPLUS OR (DEFICIT)			
	Total revenues (A)			
	Total expenses (B)			