



City of Nanaimo Culture & Heritage Project Grant

Final Report Form (2021)

This is a template for the City of Nanaimo's Culture & Heritage Project Grant 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:	Project Grant	Grant Amount:		Grant Year:	

Project Summary

Brief description of the project undertaken:

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A summary of the activities undertaken as part of your project. Note any changes to the original proposal and why:

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

Impact of the project on your organization; include main accomplishments and challenges:

Financial impact and levels of participation:

Include statistics where applicable and describe how the Culture & Heritage Project 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

Please include an update with your final project budget, including the funds awarded by the City of Nanaimo.

REVENUES	PROPOSED BUDGET	FINAL BUDGET
PUBLIC FUNDING		
City of Nanaimo (this request)		
Other (specify):		
EARNED REVENUE (specify):		
FUNDRAISING (specify):		
OTHER (specify):		
TOTAL REVENUES		

EXPENSES	PROPOSED BUDGET	FINAL BUDGET
FEES		
Artist Fees		
Professional Fees		
Other (specify):		
PRODUCTION EXPENSES		
Rentals		
Materials and Supplies (specify):		
Insurance		
Permits		
Other (specify):		
MARKETING AND PROMOTION		
Advertising		
Print Materials		
COVID SAFETY		
ADMINISTRATION (specify):		
OTHER (specify):		
TOTAL EXPENSES		

Please note: Revenues and Expenses must balance.

Attach a separate page for budget notes, or for a more detailed breakdown, if appropriate.

Include specific notes on budget items (i.e. changes from original application):

Statistical information (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
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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.