



City of Nanaimo Downtown Event Revitalization Funding Program

Final Report Form (2021)

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

- **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).

A confirmation email will be sent to all applicants (using the email address indicated in your application form) to confirm that we have received your application.

Important Notes

- Applicants must provide final reports within 90 days of the conclusion of the project/event using this template. Provide a separate final report for each grant received. **Failure to provide a final report will result in the rejection of new applications.**
- **COVID & Your City Grant:** If you were unable to follow through with your proposed program 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 template.

For more information, please contact

Culture & Events

250-755-4483

culturegrants@nanaimo.ca

Last updated: June 2021

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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

Event / Project Title: _____

Location: _____ Date: _____

Brief description of the project or program of work. **For 2021, address the impacts of COVID-19 on your event/project:**

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:

Financial impact and levels of participation. Please highlight other sources of funding:

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

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 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 & 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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