



City of Nanaimo Downtown Event Revitalization Funding Program

Final Report Form (2024)

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 100 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. *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.**
- If the event for which an organization has received previous funding has not yet been completed or is still within 90 days of conclusion of event, an *INTERIM report and budget form must be submitted*, prior to submission of a new application.

For more information, please contact

Culture & Events

250-755-4483

culturegrants@nanaimo.ca

Last updated: July 2023

Final Report Form

Applicant Information

Legal Name of Organization:					
Mailing Address:					
Phone Number:		Fax:			
Contact Person:		Position:			
Email Address:					
Grant Type:	Downtown Event Revitalization Fund	Grant Amount:		Grant Year:	

Project / Program of Work Information

Event / Project Title:			
Location:		Date:	

Brief description of the project or program of work:

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:

Participants

Organizers

Volunteers

Spectators

Financial & Statistical Information

☐ Attach fully filled out and balanced budget form

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

Statistical information (# of participants, # of volunteers, etc.):

Final Event Budget:

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

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.