



City of Nanaimo Downtown Event Revitalization Funding Program

Final Report

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 Mail:** c/o Community & Cultural Planning, City of Nanaimo
455 Wallace Street, Nanaimo BC V9R 5J6
- **In Person:** c/o Community & Cultural Planning, City of Nanaimo
Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC

***** *IMPORTANT NOTE:* Applicants must provide final reports within 90 days of the conclusion of the project/event. 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 Community and Cultural Planning at 250-755-4464 or communityandculturalplanning@nanaimo.ca

Downtown Event Revitalization Funding Program

Final Report

APPLICANT INFORMATION

Legal Name of Organization: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Contact Person: _____ Position: _____

Phone: _____ Email Address: _____

Grant Type: Event ___ Other ___ Grant amount: _____ Grant Year: _____

PROJECT / PROGRAM OF WORK INFORMATION (max. three (3) pages, single sided, no staples)

Event / Project Title _____

Location _____ Date _____

Attach the following information:

- 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, if any.
- 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 and why.

Participants

Organizers

Volunteers

Spectators

FINANCIAL & STATISTICAL INFORMATION

Attach the following information:

- Include specific notes on budget items (i.e. changes from original application)
- Statistical information (# of participants, # of volunteers, etc.)
- Final Project 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 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