

## Grants to Non-Profit Organizations Final Report Form

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### Instructions

1. **Final report deadline is March 31<sup>st</sup>.**
2. Type or print when completing this form.
3. Financial Report as required in the Funding Agreement.
4. Final report can be emailed, mailed or dropped off at City Hall during regular business hours, excluding statutory holidays, 8:00am - 4:30pm.

### Contact Information

City of Fort Saskatchewan  
Grants to Non-Profit Organizations Program  
Director of FCSS  
10005 102 Street  
Fort Saskatchewan, AB  
T8L 2C5

Telephone: 780.992.6200  
Email: [communitygrants@fortsask.ca](mailto:communitygrants@fortsask.ca)

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### Part A: Contact Information

Organization Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Organization Contact Person:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Program, Project or Event Name:

Grant Received: \_\_\_\_\_

Grant Start Date: \_\_\_\_\_ Grant End Date: \_\_\_\_\_

**Please note:** If you need more space to answer a question you can attach a separate sheet of paper, making sure to note the number of the question you are answering.

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### Part B: Program, Project, or Event Information

1. Brief description of the completed program, project, or event and changes, if any, from the original application.

2. Provide a brief summary of what the program, project or event accomplished.

3. How did the project, program or event meet the need identified in the application?

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4. How did this project, program or event benefit the community?
  
  
  
  
  
  
  
  
  
  
5. How many people were impacted during the program, project, or event and if applicable, the projected number of people who will benefit in the future?
  
  
  
  
  
  
  
  
  
  
6. What population did the project, program or event serve?
  
  
  
  
  
  
  
  
  
  
7. Did you collaborate with other community partners? Describe how your project, program or event benefitted from the collaboration and what impact it had on the community.



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11. How did your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest? Please share examples and success stories of inclusivity and diversity within your organization and programming.

12. How many volunteers were involved in the program, project or event and how many volunteer hours were contributed in total?

13. How was the City recognized for the grant contribution?

14. Do you plan to continue this project? If so, how will funding be secured?

15. Please include any relevant photos or videos from the grant that help tell the story visually (send electronically to [communitygrants@fortsask.ca](mailto:communitygrants@fortsask.ca)).

We like to share success stories from Non-Profit Organizations that received grant funding with the community. Please indicate below whether you give your permission for use of quotes and/or photos from this report to be used in City of Fort Saskatchewan marketing.

Yes       No

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### Part C: Financial Reporting

- i) For grant funds of \$50,000.00 or less: a statement summarizing all expenditures made in relation to the initiative; and copies of all invoices paid by the group in relation to the initiative.
- ii) For grant funds over \$50,000.00: audited financial statements of the organization for the organization's most recently completed financial year; a statement summarizing all expenditures made in relation to the initiative; and an audit engagement report regarding the statements required in (i).

### Part D Applicant's Statement

I hereby certify that I am authorized to sign on behalf of the organization and that the information contained in this final report is true and correct to the best of my knowledge and that I do not have any outstanding commitments resulting from any previous initiatives funded by the City of Fort Saskatchewan.

### Authorized Organization Signatures

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## Grants to Non-Profit Organizations Final Report Form

### Application Checklist

- All sections of the Final Report form are completed
- Final Report signed and witnessed by authorized representatives
- Photos and videos
- Financial Reporting Documentation

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used solely for the purpose of the grant funding application. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6200.