

Grants to Organizations Final Report Form

Instructions

1. **Final report deadline is March 31st.**
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 Organizations Program
Director of FCSS
10005 102 Street
Fort Saskatchewan, AB
T8L 2C5

Telephone: 780.992.6200
Email: communitygrants@fortsask.ca

Part A: Contact Information

Organization Name: _____ Email: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

Organization Contact Person:

Name: _____ Title: _____

Contact Number: _____ Email: _____

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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8. Please list the performance indicators that you identified in your application to analyze the program, project or event's success. Please describe the final outcome of each indicator and provide a short (1-3 sentence) explanation on the extent to which each was or was not met.
9. Comment on any additional outcomes not directly associated with the program, project or event's objectives (e.g., partnerships formed, additional funding support gained).
10. Please provide quotes or stories of the impact from this grant.

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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).

We like to share success stories from 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: _____

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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.