

Grants to Non-Profit Organizations Final Report Form



Instructions

1. **Final report deadline is March 31st.**
2. Financial Report as required in the Funding Agreement.
3. Final report can be emailed to communitygrants@fortsask.ca

Contact Information

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

Telephone: 780.992.6267
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: _____

Project, Initiative or Event Name: _____

Grant Amount 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, initiative or event meet the need identified in the application?
4. How many people were impacted during the project, initiative or event? Please add quantitative data.

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11. 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 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

Part C: Financial Reporting

- i) For grant funds of \$25,000.00 or less: a financial 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 \$25,000.00: audited financial statements of the organization for the most recent completed financial year.

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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: _____

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 and used under the authority of Section 4(c) of the Protection of Privacy Act for the purpose of FCSS programming. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.

Revised 2025