

## Community Grant Program Final Report Form

### INSTRUCTIONS

Final reports are due within 60 days of project completion. Projects must be complete within 12 months of approval. Overdue or incomplete reporting will result in your organization being ineligible to receive future grant funds from the City of Beaumont until final reports are received.

We prefer to receive final reports by email to [CommunityGrantApplications@beaumont.ab.ca](mailto:CommunityGrantApplications@beaumont.ab.ca). If you do not receive an acknowledgment of receipt of your final report within a week of sending it, please contact the grant administrator (at the email above) to confirm receipt. It is the sole responsibility of the applicant to ensure that all required documentation and information is received by the City of Beaumont by the final report deadline.

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

### PART A: ABOUT YOUR GRANT

Organization Name:			
Amount of Grant Received:			
Project Name:			
Project Contact Person (full name and position):			
Contact Email:			
Contact Phone:			
Which Grant Intake is this from?	April	October	Year:
Date Project Completed:			
Date Final Report Submitted:			
Was an extension granted for your project?	YES	NO	



**PART B: PROJECT INFORMATION**

PROJECT RESULTS				
Did your project get completed as planned and as outlined in your grant application? If there were significant differences or modifications provide a brief description below.	YES (completed as planned)		NO (completed with significant modifications)	
<b>Participant Details (if applicable):</b> Tell us about who participated and how (number of participants, age, gender, or other demographic information, etc.)				
<b>Attendee Details (if applicable):</b> Tell us about who attended (number of attendees, age, gender, from Beaumont, from outside of Beaumont, etc.)				
<b>Volunteer Details (if applicable):</b> Tell us about the volunteers that were involved (number of volunteers, total volunteer hours, what they did, etc.)				



**Overall Project Impact:**

Please summarize the impact of your project in 150-200 words (only) for sharing with others through our publications and other communication channels. Consider: how has it improved the quality of life in our community or how has it strengthened the ability of your organization to service the community.

**Additional Project Impact and/or Outcomes (optional):**

You may provide additional details about the difference this project made and how you know (e.g., measurable results, testimonials, attendance numbers, strategic alignment, etc.).



How was the City of Beaumont’s contribution to your project recognized? Check all that apply. Provide relevant additional information below as well as copies of print materials and links to digital/online materials.

Website		Verbal acknowledgement by emcee	
Social Media		On-site signage (temporary)	
Posters / pamphlets / programs		On-site signage (permanent)	
Other (provide details below)		Newspaper Ads	

**Photos:**

Please submit three to five (3 - 5) pictures that you have permission to share. Submit each photo by email as a individual file (a jpg, jpeg, or png file), save the photo files with the same name then a number. For example “NightMarket\_1”, “NightMarket\_2”, “NightMarket\_3”, etc.. Provide a caption for each photo (explain what is happening or is shown in the picture). If the photo features a person(s) prominently, provide names from Left to Right (eg. Friendship Society President John Smith and Communications Director Priya Kumar setting up the petting zoo at the 1<sup>st</sup> annual Beaumont Friends Day)

Picture file name	Caption



## PART C : PROJECT BUDGET

Please include details regarding actual expenses, volunteer hours and donated materials, and revenues. Please reference the budget included in your original grant application. You can use this form, or you can attach a separate form/document. Provide copies of your receipts for cash expenses. Keep your original receipts and other records as required by Canada Revenue Agency regulations.

PROJECT EXPENDITURES			
Date	Expense Paid To	Expense Description	Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>TOTAL ACTUAL EXPENSES</b>			\$



<b>DONATED - Volunteer Labour</b>				
<b>Labour Description</b>	<b># of Hours</b>	<b>Unskilled \$20/hr</b>	<b>Skilled \$35/hr</b>	<b>TOTAL VALUE (# of hrs X rate)</b>
				\$
				\$
				\$
<b>TOTAL LABOUR DONATIONS</b>				\$
<b>DONATED - Equipment/Materials</b>				
<b>Description</b>				<b>VALUE</b>
				\$
				\$
				\$
<b>TOTAL EQUIPMENT/MATERIALS DONATIONS</b>				\$

<b>PROJECT REVENUES</b>	
<b>Revenue/Funding Description</b>	<b>Total</b>
City of Beaumont Community Grant	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL ACTUAL REVENUE</b>	\$



## FINAL CHECKLIST

<b>PLEASE ENSURE YOU COMPLETE/INCLUDE THE FOLLOWING</b>	
Answer all required questions	
Submit copies of and/or links to materials recognizing City of Beaumont for supporting the project	
Submit 3 - 5 photos	
Submit additional information and/or additional attachments as needed (e.g., more space needed)	
Submit copies of receipts for cash expenditures	
Keep original receipts and other records as required by Canada Revenue Agency	
Declaration	

*This personal information is being collected under the authority of Section 33(c) of the FOIP Act and will be used to administer funding under the Community Grant Program. All information gathered by the City of Beaumont is protected by the provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information, please contact Legislative Services at 780.929.8782.*



## DECLARATION

### I DECLARE THAT:

- I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE-MENTIONED ORGANIZATION
- The information contained in this final report and supporting documents is true and accurate and endorsed by the above-mentioned organization
- Funds are not being applied for:
  - Debt retirement, deficit reduction and/or retroactive grant funding
  - Operating (core) costs that are not linked to measurable targets and outcomes
  - For-profit commercial ventures or private organizations
  - Endowments
  - Projects/activities whose beneficiaries are solely/primarily outside Beaumont (the project/activity may occur outside Beaumont boundaries, however, the majority of the project/activity benefit must be to Beaumont residents)
- Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters
- As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received from the City is hereby granted to the City of Beaumont Corporate Services Department.

Person having legal and/or financial signing authority signing on behalf of the organization:

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Signature

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Printed Name

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Position/Title

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Phone Number

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Email Address

Deliver one (1) copy of the completed final report to:

CommunityGrantApplications@beaumont.ab.ca

**OR**

City of Beaumont  
Attention: Community Grant Program  
5600 49 Street Beaumont AB T4X 1A1

