



COMMUNITY GRANT PROGRAM FINAL REPORT FORM

APPLICANT INFORMATION

| | |
|--------------------|--|
| Organization Name: | |
| Mailing Address: | |
| Contact Person: | |
| Phone Number: | |
| Email Address: | |

| | |
|--------------------------|----|
| Funding Amount Received: | \$ |
|--------------------------|----|

PROJECT INFORMATION

| | |
|------------------------------------|--|
| Date of Event (if applicable): | |
| Location of Event (if applicable): | |

What was the purpose of your project, program or event?

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Describe the successes of the project, program or event:

Number of volunteers and/or staff:

Event attendance/number of participants:

Evaluation of community impact:

BUDGET INFORMATION

| EXPENSES: | Amount: |
|-----------------|---------|
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| | |
| TOTAL EXPENSES: | \$ |

| REVENUE: | Is this revenue confirmed? | Amount: |
|--------------------|----------------------------|---------|
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| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL REVENUE: | | |
| NET INCOME (LOSS): | | |

Notes for all community grant recipients:

1. A final report must be submitted to the District of Sooke upon completion of the project, program or event for which funding has been received.
2. The *Community Grant Final Report* must be submitted using the template prescribed by the District.
3. It is the sole responsibility of the applicant to ensure that all required documentation and information is received at the District office by the Final Report deadline.
4. Please include a copy of all print material acknowledging the financial support of the District of Sooke (including but not limited to newspaper articles, ads, press releases, programs, etc.)

Final Reports may be emailed to: info@sooke.ca (attention: Community Grants)