

**FESTIVALS AND SPECIAL EVENTS GRANT FINAL REPORT**  
**All Grant Types**

Note: Neighbourhood Events may use this report form or attach a copy of their own final review record.

**I. APPLICANT DETAILS**

Name of Project Event:

Name of Lead Organization:

Name of Registered Non-Profit Society:   
(if different from above)

Society Number:  Charity Number:

Website:   
(if applicable)

Main Contact:  Title:

Email:  Phone:

Mailing Address:  City:

Province:  Postal Code:  Fax:

**II. PARTNERING ORGANIZATIONS (if applicable)**

Please identify those organizations you worked with closely to plan or to deliver the project (and/or event) for which you received funding:

Organization:  Website:

Organization:  Website:

Organization:  Website:

**III. GRANT INFORMATION**

Please indicate the grant category you received:

Neighbourhood Event      Amount Requested:       Amount Approved:

Festivals and Special Events - Small Scale      Amount Requested:       Amount Approved:

Festivals and Special Events - Large Scale      Amount Requested:       Amount Approved:

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### IV. PROJECT DESCRIPTION

Project Venues:

Project Dates:

Program of Activities:

Please describe the program and/or different activities that made up the event.

Project Partners:

Please describe the nature of your collaboration with the project partners identified in the above section. What kinds of resources were you able to share/bring together? How, if at all, did this enable you to deliver a more successful event or festival? What were the challenges you faced in the collaborative delivery of the event or festival?

### V. PROJECT OUTCOMES

Identify the key goals that were achieved or not achieved. If certain key goals were not achieved, what reasons have you identified for this?

What would you change in order to improve the event?

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#### VI. PROJECT ACKNOWLEDGEMENT

How did you publicly acknowledge the City of Burnaby's support for your event? Please attach samples.

Describe any media coverage received, and attach samples where available.

Please provide photographs of the project. These photos may be used in reports and publications produced by the City of Burnaby.

Please note: Collateral materials will be accepted as jpg or pdf files only to a maximum of 25 images or documents in a CD or DVD format only. Photographs need to be digital images. **Video files must be accessible with the following players: Quick Time, Windows Media Player or Flash.** Files sent by email will not be accepted.

#### VII. EVENT STAFF AND VOLUNTEERS

How many staff hours were spent on the event?

How many volunteers were involved in the event?

How many estimated volunteer hours were utilized?

What kinds of roles were the volunteers engaged in for your event?

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### VIII. AUDIENCE REACH

This section to be completed by Festival and Special Events:  
Small Scale and Large Scale Grant Recipients Only

**TOTAL**      **% OF BURNABY RESIDENTS**

Free/Ungated Events - Attendance Counted		<i>enter in decimal form</i>
Free/Ungated Events - Attendance, Estimated		<i>enter in decimal form</i>

Non-Ticketed Events - Admission by Donation		<i>enter in decimal form</i>
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Ticketed Events - Paid Admissions		<i>enter in decimal form</i>
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Ticketed Events - Other Admissions		<i>enter in decimal form</i>
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Other - Distribution/Circulation/Reach		<i>enter in decimal form</i>
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<b>TOTAL</b>		<i>enter in decimal form</i>
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Please provide a description of your patrons, participants, or audiences.

Share with us some of the feedback & testimonials you have received from your event participants or audience members.

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### IX. FINANCIAL REPORTING

Resubmit your proposed budget with a final column outlining actual revenue and expenses.

If any in-kind support was received please outline the value of the in-kind contributions (goods or services), and attach a list of these contributions.

### X. CHECKLIST

Please check and submit:

- One original signed copy of this Final Report; **one electronic copy of all materials on a CD or DVD**
- A completed, final budget, showing the addition of **Actual Expenditures** for the event
- Samples of promotion including recognition of the project grant support provided by the City of Burnaby

\_\_\_\_\_  
signature of person preparing grant

\_\_\_\_\_  
name (print clearly)

\_\_\_\_\_  
position with organization

\_\_\_\_\_  
date

\_\_\_\_\_  
signature of board chair or president

\_\_\_\_\_  
name (print clearly)

\_\_\_\_\_  
date