

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:	<input type="text"/>		
Name of Lead Organization:	<input type="text"/>		
Name of Registered Non-Profit Society: (if different from above)	<input type="text"/>		
Society Number:	<input type="text"/>	Charity Number:	<input type="text"/>
Website: (if applicable)	<input type="text"/>		
Main Contact:	<input type="text"/>	Title:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>
Mailing Address:	<input type="text"/>	City:	<input type="text"/>
Province:	<input type="text"/>	Postal Code:	<input type="text"/>
		Fax:	<input type="text"/>

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:	<input type="text"/>	Website:	<input type="text"/>
Organization:	<input type="text"/>	Website:	<input type="text"/>
Organization:	<input type="text"/>	Website:	<input type="text"/>

III. GRANT INFORMATION

Please indicate the grant category you received:

<input type="checkbox"/> Neighbourhood Event	Amount Requested:	<input type="text"/>	Amount Approved:	<input type="text"/>
<input type="checkbox"/> Festivals and Special Events - Small Scale	Amount Requested:	<input type="text"/>	Amount Approved:	<input type="text"/>
<input type="checkbox"/> Festivals and Special Events - Large Scale	Amount Requested:	<input type="text"/>	Amount Approved:	<input type="text"/>

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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 on a USB Flash Drive format only. Photographs need to be digital images. **Video files must be compatible with the following players: Windows Media Player or VLC Media Player.** 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

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.

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.

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X. CHECKLIST

Please check and submit:

- One original signed copy of this Final Report; **one electronic copy of all materials on a USB Flash Drive.**
- 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 final report

name

position with organization

date

signature of board chair or president

name

date