



COMMUNITY GRANT PROGRAM FINAL REPORT FORM

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at FOI@burnaby.ca or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.

APPLICANT INFORMATION

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

Funding Amount Received:	\$
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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: (please include number of Burnaby residents impacted)

BUDGET INFORMATION

EXPENSES:	Amount:
TOTAL EXPENSES:	\$

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

Notes for all community grant recipients:

1. A final report must be submitted to the City of Burnaby 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 City of Burnaby
3. It is the sole responsibility of the applicant to ensure that all required documentation and information is received at the Legislative Services office by December 31, 2024.
4. Please include a copy of all print material acknowledging the financial support of the City of Burnaby (including but not limited to newspaper articles, ads, press releases, programs, etc.)

Final Reports may be emailed to: legislativeservices@burnaby.ca (attention: Community Grants)