

Please ensure that all sections are completed thoroughly and accurately to provide a comprehensive overview of the event's outcomes and impact. Attach additional pages as required. Email completed report with attachments as separate files to [festivalsburnaby@burnaby.ca](mailto:festivalsburnaby@burnaby.ca).

**Reminder:** Final reports are due no later than 90 days after the event date and before the City's fiscal year end of December 30 (note that balance of payment must be made before December 30. Applicant to contact City grant program staff at [festivalsburnaby@burnaby.ca](mailto:festivalsburnaby@burnaby.ca) if not able to meet the requirements).

## APPLICANT DETAILS

Event Name: \_\_\_\_\_

Organization Name (lead Registered Non-Profit Society): \_\_\_\_\_

Name (Main Contact): \_\_\_\_\_ Position/Title in Organization: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Primary #: \_\_\_\_\_ Cell: \_\_\_\_\_ Business #: \_\_\_\_\_

Email: \_\_\_\_\_

Has your address changed since registration or grant application? ☐ No ☐ Yes If Yes, please update below:

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_

Grant Category: Small scale ☐ Medium scale ☐ Large scale ☐

## I. EVENT SUMMARY

Please share the extent to which your event met the requirements and goals laid out in your application and how well it was planned and implemented. (max 500 words)

Highlight key successes and achievements of the festival. (max 500 words)

## II. COMMUNITY PARTICIPATION, BENEFIT AND OVERALL IMPACT ON COMMUNITY

Describe the level of community involvement in the event, including attendance numbers and engagement.

Projected # of attendees: \_\_\_\_\_ Actual # of attendees: \_\_\_\_\_

Projected # of volunteers: \_\_\_\_\_ Actual # of volunteers: \_\_\_\_\_

Projected # of staff (if applicable): \_\_\_\_\_ Actual # of staff (if applicable): \_\_\_\_\_

Projected # of collaborators/partners: \_\_\_\_\_ Actual # of collaborators/partners: \_\_\_\_\_

List type of engagement activities implemented:

What percentage of actual attendees were residents of :

Burnaby			
Coquitlam/Port Coquitlam/Port Moody			
North/West Vancouver			
Vancouver			
Visitors out of town (beyond Metro Vancouver)			
Other please specify: _____			
<b>Total must be 100% :</b>		<b>%</b>	

Describe how the community benefitted from the festival and include how you measured these benefits (max 500 words):

## II. COMMUNITY PARTICIPATION, BENEFIT AND OVERALL IMPACT ON COMMUNITY CONTINUED

What are some of the economic benefits achieved and the measurements used:

Describe any media coverage received:

## III. COMMUNITY COLLABORATION, PARTNERSHIPS AND ENGAGEMENT

Describe details of any partnerships or collaborations formed with local organizations, businesses or community groups.

What outreach efforts were made to involve community and/or specific demographics (eg. seniors, disabilities etc..) in the festival?

Was any feedback received regarding your efforts?

## IV. ALIGNMENT WITH THE CITY'S STRATEGIC PRIORITIES AND PLANS

How well did the festival align with the City's strategic priorities and plans? Share specific goals or objectives achieved.  
(**Note:** each organization identified priorities in their application - Connected, Dynamic, Healthy, Inclusive, Organization).

## V. FINANCIAL RESOURCES AND SUPPORT

Attach a copy of your final budget with actuals.  
Provide any comments on the differences between the projection and actuals. If there is a net surplus/excess explain how they will be used (eg. general operating or reserved to go towards the next festival), or if deficiencies, please explain why.

Highlight any notable in-kind services you received from the community.

## VI. FEEDBACK

Have you identified any new or continuing challenges or areas for improvement for the festival and your organization? How will you address this next time? (Max 500 words)

Are there any recommendations for future festivals based on lessons learned?

Suggestions or comments to improve the application, forms and/or process:

## VII. SUPPORT MATERIALS

Please include the following support materials as attachments to the Final Report (as digital files or hard copies):

- |    |   |
|----|---|
| 1. | Budget Form: Complete the budget form you submitted with your application and populate it with the actual revenue and expenses in the column provided for the final report. |
| 2. | Photos of your event activities and programming, photos of your event showing the acknowledgement of the City's Festival Burnaby Grant program.                             |
| 3. | Samples of your marketing materials, pamphlets and/or programs for the event.   |

**Note:** Digital files cannot exceed 5MB, per file e-mailed at one time. For larger files please submit with zipped folders, or links to: Dropbox, Google Drive, MS OneDrive, FileCloud, or similar program. We appreciate receiving digital submissions through e-mail at : [festivalsburnaby@burnaby.ca](mailto:festivalsburnaby@burnaby.ca).

## VIII. DECLARATION

I, the understated, certify the statements and information contained in this report are accurate and complete.

\_\_\_\_\_  
*Signature of person preparing the Final Report*

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of board chair, or president*

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date