

CCACS GRANT REPORTING TEMPLATE

Grant received: Project Capital purchase
 General Program Community-Based

Grant amount received: \$ _____

GRANT RECIPIENT INFORMATION

Name of Society or Community Group: _____

Mailing Address

Street: _____

City: _____

Telephone: _____

Website: _____

Postal Code: _____

Email: _____

Facebook: _____

Project/Activities Contact Person:

Name: _____

Title within Organization _____

Telephone: _____

Email: _____

Date project/activities were completed

(from your original grant application): _____

Please submit the following documents via USB or email to info@centralcaribooarts.com:

- Samples of marketing, outreach and promotional materials (including acknowledgements).
- Copies of press coverage (reviews, articles), if applicable.
- Photos related to your project or activities, if applicable.
- Any other relevant information, event agendas, evaluations, etc., if applicable.

OFFICE USE ONLY

Did the applicant acknowledge support from the CRD/City of WL via the CCACS in all promotional materials, advertising and programs related to the project/activities being funded?

Was the funding used specifically for the purposes outlined in the application, unless otherwise authorized?

Were CCACS Directors/Staff invited to attend performances/events/activities related to the grant, if applicable?

Was a complete final report received within two months of activities/project completion?

Other comments:

Section 2: Project / Activities Report

Please provide a brief synopsis of your completed project / activities. Include attendance/participation numbers and any other relevant information and statistics:

What was the purpose of your project / activities and the goals that you set out to achieve? Please provide an evaluation of the extent to which your goals were met and the impact(s) on the organization:

Number of people served by the project/activities: audience _____ participants _____

Did you have any community partnerships involved with your project / activities? Please explain and include their roles:

Please explain how you provided acknowledgement of funding to the Cariboo Regional District and the City of Williams Lake via the Central Cariboo Arts and Culture Society:

If your actual revenues and expenses resulted in a surplus of more than \$100, please provide a statement indicating how you plan to use it (this usage may need to be approved by the CCACS Board of Directors):

Section 3: Financials

Please enter the amounts from your original grant application in the **BUDGETED** columns, and your actual amounts in the **ACTUAL** columns. Please attach a separate sheet if more space is required.

GRANT REVENUE SOURCES	BUDGETED	ACTUAL
CCACS Grant	\$ _____	\$ _____
Other Grant Specify: _____	\$ _____	\$ _____
Other Grant Specify: _____	\$ _____	\$ _____
Cash Donations / Sponsorships	\$ _____	\$ _____
Cash or Staff allocations from your organization	\$ _____	\$ _____
Ticket sales / admission: _____	\$ _____	\$ _____
Other Specify: _____	\$ _____	\$ _____
Other Specify: _____	\$ _____	\$ _____
Other Specify: _____	\$ _____	\$ _____
In-Kind (materials) Specify: _____	\$ _____	\$ _____
In-Kind (volunteer time) Specify: _____	\$ _____	\$ _____
Total Revenues	\$ _____	\$ _____

GRANT EXPENSES Place an asterisk (*) next to the items that were purchased under this grant funding.	BUDGETED	ACTUAL
ITEM	BUDGETED	ACTUAL
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
In-Kind (materials):	\$ _____	\$ _____
In-Kind (volunteer time):	\$ _____	\$ _____
Total Expenditures	\$ _____	\$ _____

Would your event / activities have been able to happen without a CCACS Grant? Yes No Maybe

Section 4: Declaration

I do solemnly declare that, to the best of my knowledge, all information contained in and attached to this report is complete and true in every respect.

Name: _____

Title within Organization: _____

Signature*: _____

*Typing your name above is equivalent to a signed declaration.

Date: _____