

Final Report Form

Grant to Non-Profit Organizations

A. General Information:

1. Name of Organization:

2. Name of Person Completing this Report:

Contact Person Email Address:

Contact Person Phone No:

3. Period covered in this Report:

From:

(month/year)

To:

(month/year)

4. This year's funding received from the City of Cranbrook:

\$

5. Intended use of this Funding:

6. Describe the key projects or activities undertaken by your organization this year and how they directly benefitted the community:

7. Describe how the grant you received from the City of Cranbrook impacted these activities:

8. Was the City of Cranbrook publicly acknowledged for its funding support? Please Describe:

Personal information contained on this form is collected under the *Community Charter* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

Office Use Only	Received by and date:	<input type="checkbox"/> All documents received	Comments:

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B. Financial Summary:

Please provide a financial summary that directly relates only to the project or activities that the grant was designated for (as stated in your original application):

Project Revenue:		
City of Cranbrook Grant:	\$	
Other funding:	\$	
Total Project Revenue:		\$
Project Expenses:		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Project Expenses:		\$
	Surplus / (Deficit)	\$

IMPORTANT INFORMATION

A final report must be submitted **BEFORE December 1st**. Failure to provide a final report will negatively affect your chances for future funding.

You are welcome to provide additional comments, media releases, or photos that you feel are relevant.

Please submit final report to:	Melissa Willman, Financial Analyst City of Cranbrook 40-10 th Avenue South, Cranbrook, BC V1C 2M8
or email:	Melissa.Willman@cranbrook.ca