



COMMUNITY EVENT SUPPORT GRANT FINAL REPORTING

INSTRUCTIONS: Within 90 days following the event, your organization must provide this report form, completed in full, alongside a final project report signed by at least one (1) executive officer. Submission of promotional event material (copies of the event program, other print materials, and, if available, photos of the event (.jpg)) should also be submitted with permission for the City to use the photos, including anything with the City logo on it.

Event Name:

EXECUTIVE SUMMARY

Please provide a summary of the event which includes the effectiveness of the organization in following timelines and budget in executing the event, the benefit to Lethbridge residents and/or the enhancement of sense of community among participants, as well an estimate of economic activity and comment on the final budget. Please also include the following details; date(s) of event, the number of participants, spectators, and volunteers. Include any other relevant details and/or general comments.

Total # Volunteers / Hrs		Total # Participants		Total # Spectators		Total # Officials	
Total # of days for event		Total % attendees travelling 80km+			Total hotel nights of typical guest		
Final Report Checklist:		<input type="checkbox"/> Executive Summary	<input type="checkbox"/> Final Budget	<input type="checkbox"/> Promotional Material			

Freedom of Information and Protection of Privacy Act - The information collected to support your Grant Application is for the use of the City of Lethbridge in assessing your grant request. It is collected under the authority of Section 33C of the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact the City of Lethbridge at grants@lethbridge.ca .

OFFICE USE ONLY

Date Submission Received:

Final Project Report (Actuals)				
Event Name: _____				
			Cash \$	In-Kind
Final Expenditures (A) – Itemize and list costs				
Ineligible expenses include salaries/wages, prizes, alcohol, and merchandise for resale. See application guide for full list			A - Expense TOTAL	
Final Revenue (B) – Itemize and list financial support/donations received				
Revenue from Grants - Itemize and list financial support received from grants				
Community Event Support Grant (Total Awarded)				
Other Grants - Provincial				
Other Grants - Federal				
Contribution from Presenting Organization				
NOTES:				
In accordance with due diligence requirements please ensure that the final report (actuals) form is complete, that all calculations are correct, and all required documentation has been provided.			B - Revenue TOTAL	
			C - Final TOTAL *if showing event surplus, amount of the profit will be deducted from second payment.	
			(B-A=C)	
Please list specific budget items paid by Community Event Support Grant:				Value (\$)
Executive Signatures				
Print Name				
Executive Position				
Date				