



COMMUNITY EVENT SUPPORT GRANT FINAL REPORTING

INSTRUCTIONS: Within 60 days following the event, your organization must provide this report form, completed in full, alongside a final budget signed by two (2) executive officers or an audited financial statement for the event. If available, supplemental event material (copies of the event program, other print materials, and/or photos of the event (electronically)) 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: Executive Summary Final Budget Supplemental 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 (403) 329-7383.

OFFICE USE ONLY

Date Submission Received:

Final Project Budget

Event Name:		Cash \$	In-Kind
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Final Expenditures (A) – Itemize and list costs

A - Expense TOTAL		

Final Revenue (B) – Itemize and list financial support/grants/donations received

CESG Awarded Amount (Total)

Other Grants - Provincial		
Other Grants - Federal		

Contribution from Presenting Organization

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NOTES:

In accordance with due diligence requirements please ensure that the final budget form is complete, that all budget calculations are correct, and all required documentation has been provided.

B - Revenue TOTAL		
C - Final TOTAL		(A-B=C)

Please list specific budget items paid by Community Event Support Grant:	Value (\$)

Executive Signatures		
Print Name		
Executive Position		
Date		