

## COMMUNITY GRANT FINAL REPORT FORM

### Beaumont Municipal Grant Funding Program

#### INSTRUCTIONS

Complete and submit the form below along with required supporting documents to the City of Beaumont within 60 days of project completion. We prefer to receive final reports by email to [Grants@beaumont.ab.ca](mailto:Grants@beaumont.ab.ca). If you do not receive an acknowledgment of receipt of your final report within a week of sending it, please contact the grant administrator (at the email above) to confirm receipt. It is the sole responsibility of the applicant to ensure that all required documentation and information is received by the City of Beaumont by the final report deadline.

Reminder: Projects must be completed within 12 months of approval, and final reports are due within 60 days of project completion. Overdue or incomplete reporting will result in your organization being ineligible to receive future grant funds from the City of Beaumont until final reports are received, reviewed, and accepted.

Please note: If more space is needed to answer a question, please attach a separate sheet of paper or document, making sure to note the question you are answering.

#### PART A: ABOUT YOUR GRANT

Organization (Applicant) Name:							
Project Name:							
Project Category:		Event or Festival (one-time or recurring)		Project or Initiative (one-time or recurring)		Operating Expenses (organizations in developmental stage)	
Project Contact Person (full name and position):							
Contact Email:							
Contact Phone:							
Which Grant Intake is this from? ( <i>When did you apply?</i> )			April		October	Year:	
Was the project completed within the timeframe listed on the application?			YES		NO (we needed more time; an extension was requested)		
Date Project Completed:					Date Final Report Submitted ( <i>today's date</i> ):		



**PART B: PROJECT INFORMATION**

PROJECT RESULTS			
<b>Did your project get completed as planned and as outlined in your grant application?</b> If no, provide a brief description of the significant differences or modifications.		YES (completed as planned)	NO (completed with significant differences or modifications)
<b>Participant Details (if applicable):</b> Tell us about who participated and how (number of participants, age, gender, or other demographic information, etc.)			
<b>Attendee Details (if applicable):</b> Tell us about who attended (number of attendees, age, gender, from Beaumont, from outside of Beaumont, etc.)			
<b>Volunteer Details (if applicable):</b> Tell us about the volunteers that were involved (number of volunteers, total volunteer hours, what they did, etc.)			



**Overall Project Impact:**

Please summarize the impact of your project in 150-200 words (only) for sharing with others through our publications and other communication channels. Consider: how has it improved the quality of life in our community or how has it strengthened the ability of your organization to service the community.

**Additional Project Impact and/or Outcomes (optional):**

You may provide additional details about the difference this project made and how you know (e.g., measurable results, testimonials, attendance numbers, strategic alignment, etc.).



**Acknowledgement of Funding (provide copies of digital/print materials, and online links):**  
 How was the City of Beaumont’s contribution to your project recognized? Check all that apply. In the space below provide online links and any other relevant additional information. Copies of digital and/or print materials can be submitted as PDF, jpg, jpeg, or png files.

	Social Media		Verbal acknowledgement by emcee
	Website		Temporary on-site signage
	Posters / pamphlets / programs		Permanent on-site signage
	Newspaper Ads		Other (provide details below)

**Photos:**  
 Please submit 3 – 5 pictures that you have permission to share. Submit each photo as an individual file (a jpg, jpeg, or png file), save the photo files with the same name then a number. For example “NightMarket\_1”, “NightMarket\_2”, “NightMarket\_3”, etc.. Provide a caption for each photo (explain what is happening or is shown in the picture). If the photo features a person(s) prominently, provide names from Left to Right (eg. Friendship Society President John Smith and Communications Director Priya Kumar setting up the petting zoo at the 1<sup>st</sup> annual Beaumont Friends Day).

Picture file name	Caption



PART D: PROJECT BUDGET

**BUDGET DETAILS:** Please provide details regarding budgeted and actual revenues and expenses. Reference the budget included in your original grant application. You can complete the chart(s) below, or you can create your own document with these details and submit as an attachment.

**Revenues:** Include the amount of funding from the City of Beaumont Community Grant, as well as other revenue sources. Here is a list of suggested possible revenue sources that may apply to your project: earned revenue (e.g. ticket sales), sponsorships, cash donations, other grants, applicant funding (what your organization contributed), gifts-in-kind (the value of any donated material, equipment, or labour). Note: if incorporating gifts-in-kind, they are to be labelled as such as should balance (ie. listed as both an expense and a revenue).

**Expenses:** Detail the expenses for the project and provide copies of your receipts and/or proof of payments. Please group the same category of expenses and their corresponding receipts/proof of payment together when there are multiple expenses of the same kind. For example, if you have a total of \$1500 in "performer fees" paid to 3 different artists, group these receipts/proof of payment together. Here is a list of possible expenses that may apply to your project: program supplies, volunteer expenses, marketing, contracted services, facility rental, equipment rental, equipment purchase, etc.. Keep your original receipts and other records as required by Canada Revenue Agency regulations.

PROJECT FUNDING SOURCES			
REVENUE TYPE / CATEGORY	BUDGETED AMOUNT	ACTUAL AMOUNT	NOTES (if applicable)
City of Beaumont Community Grant	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
TOTAL	\$	\$	



**PROJECT EXPENDITURES**

EXPENSE CATEGORY	ITEM DESCRIPTION	VENDOR/COMPANY	BUDGETED AMOUNT	ACTUAL AMOUNT
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
<b>TOTAL</b>			\$	\$



FINAL CHECKLIST

PLEASE ENSURE YOU COMPLETE/INCLUDE THE FOLLOWING	
Answer all required questions	
Submit proof of funding acknowledgement (promo materials, social media posts, etc.)	
Submit 3 – 5 photos	
Submit additional information and/or additional attachments as needed (e.g., more space needed)	
Submit copies of receipts / proof of payment for expenditures	
Keep original receipts and other records as required by Canada Revenue Agency	
Sign the Declaration	

DECLARATION

I DECLARE THAT:

**I AM THE APPLICANT; or**

**I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE-MENTIONED ORGANIZATION**

The information contained in this report and supporting documents is true and accurate and endorsed by the above-mentioned organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

This personal information is being collected under the authority of Section 33(c) of the FOIP Act and will be used to administer funding under the Municipal Grant Funding Program. All information gathered by the City of Beaumont is protected by the provisions of the Act. If you have any questions about the collection, use or disclosure of your personal information, please contact Legislative Services at 780.929.8782.

