



# Community Grants Final Report Form

## CONTACT INFORMATION

**Name of Organization:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

## POST-PROJECT FINAL REPORTING

- A) Any organization that is successful in receiving grant funding must submit a Community Grant Final Report within 30 days of completion of the project.
- B) Applicants who do not complete a final report will not be considered for any future grant requests until a final report has been submitted.
- C) If any funds are not used for the intended purpose, the surplus must be returned.

## FINAL REPORT – MUST INCLUDE THE FOLLOWING INFORMATION

1. Attendance figures, if applicable.
2. Number of participants in the project, event, or program.
3. Evaluation of the project, event or program.

4. Financial statement of actual revenue and expenses for the project, event or program. (Attach separate form if necessary)

5. Evaluation of the direct and indirect benefits to the City of Dawson Creek.

**Submit Report to:**

**Finance Department  
City of Dawson Creek  
PO Box 150  
Dawson Creek, BC V1G 4G4**

**Phone: 250-784-3600  
Email: [matkinson@dawsoncreek.ca](mailto:matkinson@dawsoncreek.ca)**