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**Final Report Form**

**Application ID #** \_\_\_\_\_\_\_\_\_\_\_\_

Grant amount received $\_\_\_\_\_\_\_\_\_\_\_

Grant amount requested $\_\_\_\_\_\_\_\_\_\_\_

Total project cost $\_\_\_\_\_\_\_\_\_\_\_

For Office Use Only:

This form must be submitted to the Arts Fund **within 2 months of completing** the granted project, unless you have requested and received approval for a Project Extension by the Arts Fund.

Submit **a PDF** of this report, including any relevant materials from your project such as: poster, CD, DVD, book, catalogue, press release, review, news clippings, etc. to [info@artsfund.ca](mailto:info@artsfund.ca).

**Do not exceed the space provided and ensure your report is legible. Point form is acceptable.**

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| Name of Applicant (Individual or Organization): | |
| Name of Primary Contact and Title (if Applicant is not an individual): | |
| Address: | |
| City/Town: | Postal Code: |
| Telephone(s): | Email: |
| Website: | |

Project Title*:*

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1. Provide details about **when** and **where** your project took place.

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1. Were there any changes to your project? If so, identify those changes and identify when you received Arts Fund approval for those changes.

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1. In your application, you were asked to list the **criteria and/or targets** you would use to **measure the outcome/success** of your completed project. How do the **results** compare with your original estimates? Provide details such as goods sold, attendance, invitations issued or received, etc.

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1. Describe the **impact** **or result** your project had on the community of Waterloo Region and, if appropriate, beyond. Provide specific, tangible examples, including statistics, where possible. **We understand that this will not apply to every project (workshopping, writing drafts etc). If so, please indicate n/a below.**
2. Did your **promotional plan** - as outlined in your application - work for you? Provide details about what worked well and what you would improve upon. **We understand that this will not apply to every project (workshopping, writing drafts etc). If so, please indicate n/a below.**

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1. Indicate how the Arts Fund’s **financial support** of this project was **acknowledged**. Include examples, if available (programs, posters, news clippings, screen shots, etc.).

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1. Tell us if you received financial support from other sources, and if so, provide a summary.

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1. If your project realized a significant surplus or deficit, explain how you propose to use the surplus or to meet the deficit (e.g. through projected future sales, if applicable).

**Note:** The Arts Fund Board will need to review and approve any re-allocation of project surpluses due to lower than estimated costs~~,~~ and/or unanticipated revenues.

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* + - * **Keep a copy** of this completed Final Report for your records.
      * **Retain receipts and paid** invoices as proof of actual expenses; these may be requested by the Board.
* Payment of the 2nd installment of your grant will be processed once the Final Reports Review Committee has received, reviewed, and approved the information provided herein.
* If additional information is required by the Committee, you will be contacted by email.

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**Signature of Authorized Applicant** **Date**

**Submit your Final Report via email to:**  info@artsfund.ca

**If your report needs to be mailed, it can be mailed to:**

Region of Waterloo Arts Fund

Region of Waterloo

c/o 150 Frederick Street, 2nd Floor

**Final Budget Summary - Revenue**

Please refer to the **Grant Application Guidelines** to verify funding eligibility.

* In the **Proposed** **Budget** column, list all amounts as previously itemized in your Application.
* In the **Actual** column, list all sources of revenue, including all grants and donations actually received.
* If applicable, note **In-kind donations** and itemize separately, including the name and contact information for each contributor in the notes.
* Enter the total amount of In-Kind donations in **both** the Revenue and Expenses sections of the Final Budget Summary form.

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| **Revenue** |  | **Proposed Budget**  **(from application)** |  | **Actual\*** |  | **Notes** |
| Applicant Contribution |  |  |  |  |  |  |
| Partner Contribution (specify) |  |  |  |  |  |  |
| **Local Government** |  |  |  |  |  |  |
| Region of Waterloo Arts Fund |  |  |  |  |  |  |
| City/Township(specify) |  |  |  |  |  |  |
| **Provincial Government** |  |  |  |  |  |  |
| Ontario Arts Council |  |  |  |  |  |  |
| Ontario Ministry of Tourism |  |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |  |
| **Federal Government** |  |  |  |  |  |  |
| Canada Council |  |  |  |  |  |  |
| Heritage Canada |  |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |  |
| **Foundations** |  |  |  |  |  |  |
| Ontario Trillium Foundation |  |  |  |  |  |  |
| Other Foundations (specify) |  |  |  |  |  |  |
| **Cash donations** |  |  |  |  |  |  |
| Corporate |  |  |  |  |  |  |
| Individual |  |  |  |  |  |  |
| Fundraising |  |  |  |  |  |  |
| Sponsorships (specify) |  |  |  |  |  |  |
| Earned Revenue (specify) |  |  |  |  |  |  |
| Other Cash (specify) |  |  |  |  |  |  |
| In-kind (list on separate sheet) |  |  |  |  |  |  |
| **Total Revenue:** |  |  |  |  |  |  |

**Final Budget Summary – Expenses**

* ****In the **Proposed Budget** column, list all projected expenses **and** details of those costs as previously itemized in your Application.
* In the **Actual** column, list all expenses actually incurred. Where possible, use exact dollar amounts.
* In the **Notes** column, **provide details** to identify which **expenses** were covered by **Arts Fund grant** money. (Verify that these meet the criteria noted in the **Grant Application Guidelines**.)
* When the expense line is a total expense, where applicable **break out details** such as fees for artists, equipment purchase, materials, etc.
* If applicable, note **in-kind donations** and itemize separately, including the name and contact information for each contributor.
* Enter the total amount of In-Kind donations in **both** the Revenue and Expenses sections of the Final Budget Summary.

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| **Expenses** |  | **Proposed Budget** (from application) |  | **Actual\*** |  | **Notes**  **(specify Arts Fund payments)** |
| Fees for artists |  |  |  |  |  |  |
| Fees for other personnel |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Administration costs (specify) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Facility rental |  |  |  |  |  |  |
| Presentation venue |  |  |  |  |  |  |
| Equipment purchase |  |  |  |  |  |  |
| Equipment rental |  |  |  |  |  |  |
| Technical support |  |  |  |  |  |  |
| Materials |  |  |  |  |  |  |
| Printing |  |  |  |  |  |  |
| Promotion |  |  |  |  |  |  |
| Insurance (specify) |  |  |  |  |  |  |
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| Other |  |  |  |  |  |  |
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| **Total Expenses:** |  |  |  |  |  |  |

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| **Net Surplus / (Loss)** |  |  |  |  |  |  |

**Thank you for submitting your Final Report.**

**It will help the Arts Fund to better serve Waterloo Region’s future needs.**