



Final Report Form

	Application ID # _____
Grant amount received	\$ _____
Grant amount requested	\$ _____
Total project cost	\$ _____

For Office Use Only:

This is new.
Enter these amounts

This information must be submitted within **2 months** of completing the granted project, unless you have requested and received an extension by the Arts Fund.

Submit **five (5) copies** of this report, plus provide **one (1) copy** of any relevant materials from your project such as: poster, CD, DVD, book, catalogue, press release, review, news clippings, etc.

Do not exceed the space provided and ensure your responses are legible. Point form is acceptable.

Name of Applicant (if not an individual):	
Name of Project (if not an individual):	
Address:	
City/Town:	Postal Code:
Telephone(s):	Email: Website:

Some of these items may be put on display or used to promote Arts Fund projects.

Project Title:

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

Final Report Form

2. In Stage 2 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.

Did your project receive community support, or open doors to new opportunities?

3. Describe the **impact or result** your project had on the community of Waterloo Region and, if appropriate, beyond. Provide specific, tangible examples, where possible.

Were you happy - or not - with the process and the outcome?
Was it a valuable experience for you? For others?

4. Did your **promotional plan** - as outlined in your Stage 2 application - work for you? Provide details about what worked well and what you would improve upon.

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

Final Report Form

6. Tell us how the project fared **financially overall**. If you anticipate potential future revenue, estimate how much and over what time period you expect to realize these proceeds.

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

8. 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.

The first installment is 90% of the grant. The second installment is 10%.

- **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.

Signature of Authorized Applicant

Date

Submit your Final Report to:

Region of Waterloo Arts Fund
c/o 150 Frederick Street, 2nd Floor
Kitchener, Ontario, N2G 4J3

For further information, contact:

Stevie Natolochny
519-575-4450
snatolochny@regionofwaterloo.ca

Final Budget Summary - Revenue

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

- ✓ In the **Budget Stage 2** column, list all amounts as previously itemized in your Stage 2 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.
- ✓ Enter **In-kind donations** in **both** the Revenue and Expenses sections of the Final

Use your Stage 2 estimates for this column

Use your receipts and verifiable records for this column

Revenue	Budget Stage 2	Actual*	Notes
Applicant Contribution			
Partner Contribution (specify)			
Local Government			
Region of Waterloo Arts Fund			<input type="checkbox"/> Enter amount requested
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

Keep your financial documents and receipts. You may be required to verify your expenses.

- ✓ In the **Budget Stage 2** column, list all projected expenses and itemize in your Stage 2 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.

Expenses	Budget Stage 2	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)			
Other			
Total Expenses:			

Break out the details, especially for group or collective projects.

Show which *Actual* expenses were paid with Arts Fund grant money.

Double check the math!

Net Surplus / (Loss)					
-----------------------------	--	--	--	--	--

Thank you for submitting your Final Report.
 It will help the Arts Fund to better serve Waterloo Region's future needs.