

The County of Prince Edward is genuinely interested in the success of the programs and projects it funds. Follow-up reports serve to inform the County of the status of these activities and the disposition of monies granted. Follow-up reports are required as a condition of each grant.

It must be received within 1 year of the grant being received; or 2 months following the end of the project – whatever is sooner.

Project/Program Name: _____

Contact Name: _____

Organization (if applicable): _____

Phone #: _____ Email: _____

Grant Amount Received: _____ (Cash) _____ (In-Kind)

Is your project complete or ongoing?

Complete Date completed: _____

Ongoing – please provide details below if so.

How did your project go and how did your project help to address the community need/s identified in your grant application? Did your project align with the [Strategic Goals of Council](#)? If so, how?

How many people did this project directly benefit? _____

How many people did this project indirectly benefit (if different)? _____

Provide any additional information you would like to about who your project benefitted:

How did you evaluate your project and what was the measurable outcome compared with the projection in your grant application?

What were the major successes of your project? Did you encounter any major challenges? If so, how were they resolved?

Did the grant from the Municipal Community Grants assist you with any further opportunities (e.g. new partnerships, expanded programming, additional funding)?

Do you have any quotes/testimonials/stories that highlight the impact of your project?

How did you promote awareness of the project? Please share any related marketing materials.

Project Budget

Please provide a final budget (template available on The County Foundation website) showing how your actual revenue and expenses compared with your projected budget. No receipts necessary. Please maintain them in the event there is a CRA audit.

A follow-up report must be submitted **BEFORE** asking for additional funding from the Municipal Community grants even if a project is still ongoing. Grant must be used within 1 year of funding being received.

Reports can be submitted to The County Foundation at info@thecountyfoundation.ca or by mail at 35 Bridge St. Unit 107, PO Box 24, Picton, ON, K0K 2T0.

Is there anything else that you would like to highlight or share?