

Municipal Community Grant Follow-up Report 2019

Contact Information

Organization

Contact Person

Phone

Fax

Email

Cash grant amount requested \$ _____

In-kind contribution requested \$ _____

Name of Project/Program/Event

Introductory Comments

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.

Follow-up Report Checklist:

Applications to the County of Prince Edward Community Grants Program must provide a completed follow-up form (all questions answered) and include the following information and attachments:

- One original follow-up report form and one (1) photocopy.
- A fully completed Financial Information Form. This is to include complete financial information and actual expenses and revenues for the project.
- Support materials such as evaluation reports, actual promotional materials, photographs, newspaper coverage, etc. (1 copy only)
- Submit by the deadline: within two (2) months of event or program date or November 1, 2019 whichever is first.

Please use Acrobat Reader 11 or above to attach additional files electronically.

Completion of the Project

State that the project is complete or explain if not and why.

Impact & Overall Result of the Project

Provide as much detail as possible; numbers; anything that will illuminate the value of the project to the people of Prince Edward County. Discuss how it met a community need. Any quotes or stakeholder/user impact statements (if applicable) are excellent.

Promotion of the Project

Provide what the recipient has done to promote the investment by the TCF. Please share any print; web materials; that you have received.

Final Project Budget

Please complete the full budget on the next page. If there are any notes to inform the Grants Committee please leave in this section.

Evaluation of the Project

If possible. What did the recipient organization do to evaluate the investment by the TCF.

Report Details

All provided information is truthful and fair and complete.

Respectfully submitted by

Title

Recipient Organization

Date

Electronic submission using the accessible PDF application is preferred. It can be worked on at the local public library computers.

Submit completed report to:

Suite 103, 280 Main St. Picton, ON K0K 2T0
T: 613.476.7901 x. 218
info@thecountyfoundation.ca
www.thecountyfoundation.ca

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Organization: _____ Name of Project/Program/Event: _____

	Description	Budget Amount (\$)	Actual Amount (\$)
Revenues			
Grant Request (<i>this process</i>)			
Government Assistance			
Fundraising			
Donations/Sponsorship			
Applicant Contributions			
Earned (<i>admission, tickets, fees</i>)			
In-Kind (<i>list specifics</i>)			
Other			
Total Revenue			
Expenses			
Total Expenditures			
Net surplus/deficit (<i>subtract revenue from expenses</i>)			