

ONGOING FUNDING FINAL REPORT

Upon completion of the fiscal year that the grant was applied for, the applicant must submit a final report. No new grant applications will be considered from organizations that received funds in the past, but did not submit a final report. Handwritten applications and faxes will not be accepted. The final report should answer **all** of the following:

Year Funded:	Year ___ of ___:	Grant Amount Received:
Name of Organization:		
Contact Person Name:		Board Position:
Telephone No (daytime):		Email:

No. of active members or program participants & Type (152 gymnast participants, 234 children & 172 adults etc.)	
Target Age Group (check all that apply): <input type="checkbox"/> Children/Youth <input type="checkbox"/> Families <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Other: _____	Target Population Served: City of Leduc _____% Leduc County Rural _____% Other Municipalities _____% (please specify): _____

1. Provide a list of all program/service activities completed over the past year? (painting classes, stain glass classes, family violence prevention presentations, Canada Day Celebration BBQ, etc.)

2. Describe (in measurable terms), how your funding enhanced your program/service activities to deliver your mission and mandate using the table below. Please list your items corresponding to a), b), c) etc. respectively.

<p><u>Inputs</u></p> <p>What Sources in your organization were supported and allocated to your grant funding provided?</p>	<p><u>Outputs</u></p> <p>Tracked activities, programs and services provided as <u>amounts</u></p>	<p><u>Outcome Indicators</u></p> <p>Outcomes of your outputs (impact of your results)</p>
<p>Examples:</p> <ul style="list-style-type: none"> • Marketing/advertising • Staff Salaries • Program Supplies • Sport competition • Youth Programs 	<p>Examples:</p> <ul style="list-style-type: none"> • 72 Individuals attending over night shelter • 198 regular food hampers were provided • 145 children, 251 Adults & 50 seniors' admissions • 4 charity events were hosted • 1 sanctioned competition was hosted 	<p>Examples:</p> <ul style="list-style-type: none"> • Awareness: 72 % of respondents had not used our program in the past (increase of 15% from previous year) and are now aware of services • Enrollment: Attendance of children was increased by 17% • \$5620 was raised in support of Cancer research • 3 new inter-agency relationships were established to support growth in youth programs • 152 competitors attended sporting competition (15% from last year)
<p>a)</p> <p>b)</p> <p>c)</p>	<p>a)</p> <p>b)</p> <p>c)</p>	<p>a)</p> <p>b)</p> <p>c)</p>

3. What were the benefits of providing your program/service activities and how did they enhance the well-being of City of Leduc Residents? How did it support a 'safe, healthy, active and caring community'?

4. What program/service activities involved volunteers and how many?

Provide the approximate volunteer hours of each program/ service activity.

- **Please list** (For example: 7 Board Members –203 hours total, 32 Volunteer event workers –256 hours total, 4 workshop volunteers 84 hours total etc.)

5. Briefly describe any challenges that your organization encountered over the year.

6. Now that the year is complete, how does your organization plan to sustain the work of this program in the future?

7. Does your organization currently have a 5-year strategy? Please explain or attach your plan. If no, are you interested in City of Leduc Administration connecting with you for more information.

8. List all board development workshops or education opportunities that your Board attended this past year.

9. Comment on any significant partnership/collaborations that aided your organization in completing its' mandate, over the past year.

10. List and identify other sources of revenues, fundraising, grants or sponsorship/partnership opportunities that were used to support its sustainability this past year.

11. Is there an organization in Leduc that you are looking to collaborate/partner with in the future that we can assist in making those connections?

MANDATORY FINANCIAL DOCUMENTATION

Attach (Most current):

- ✓ **Income Statement**
- ✓ **Balance Sheet**
- ✓ **Trial Statement**
- ✓ **Ongoing Final Report Budget Template (see excel template)**

***Further explanation of each required document is provided in the Final Reporting PowerPoint**

All Financial Statements require independent review and signatures by two (2) Board Members other than the Treasurer

Final Reporting Declaration

1. Does not have any outstanding payments to the City of Leduc including but not limited the Leduc Recreation Centre.
2. Acknowledges that a Travel, Hosting or General Grants to Organizations from the City of Leduc can not be awarded within the same calendar year.
3. Contains a full, current and accurate account for all matters stated herein.
4. As a charity or society, they remain active and status is not currently revoked or suspended by Canada Revenue Agency. If status changes Organization must contact City of Leduc Administration.
5. Has been prepared for and on behalf of the Organization by the undersigned.
6. We declare that the monies were used for the purpose the application was approved. If all the grant funds were not used, the grant money will be returned or reallocated for the next fiscal year. A Reallocation Form will be completed.
7. **As per stated in the Application Commitments of the grant, we herby confirm that our final reporting is completed and accurate as per requirements.**

Signature of Chairperson/President

Signature of Vice-Chair or Vice-President

Name

Name

Date

Date