

Hosting and Travel Grant Final Report Form

To be completed and returned to the City of Leduc no later than **one month** following the event. Please complete ALL information in sufficient detail.

Name of Group/Individual (if applicable): _____	
Organization: _____	
Event Name: _____	
Grant Received: \$ _____	Event Date(s): _____
Contact Name: _____	Event Location: _____
Contact Number: _____	Contact Email: _____

Description of Event

1. Briefly describe your event hosted/traveled to in which your grant funding was provided for: (Include the following: number of participants, attendees, volunteers and general activities)

Outcomes and Results

2. Based on the funding received were you able to achieve your outcomes? Describe the impact and results of this event:

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3. Was your event successful? What was one learning opportunity/challenge you would take from this event and what would you do differently in the future?

Benefits

4. List the benefits or impacts that came from your event and how did it directly enhance the well-being of City of Leduc residents?

Budget

5. Comment on any significant partnership/collaboration that supported your event:

In addition, please complete and attach the following documents base on your funding request:

<p><u>Travel:</u></p> <ul style="list-style-type: none">✓ Final Travel Budget Template✓ Attach proof of transportation and accommodation in the form of receipts	<p><u>Hosting:</u></p> <ul style="list-style-type: none">✓ Final Hosting Budget Template✓ Supporting documents as requested
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Return this completed form, with all supporting material attached, to:
City of Leduc, #1 Alexandra Park, Leduc, AB, T9E 4C4
Phone: 780-980-7166 Fax: 780-980-7127
Email: grants@leduc.ca

