

Community Grants – Grant Reporting Form

All Annual Report documentation must be submitted by November 30th.

CONTACT INFORMATION		
Name of Organization:		
BC Society Incorporation Number:		
CRA – Charitable Registration Number (if applicable):		
Address:	·	
Contact Person:		
Phone Number:		
Email Address (optional):		
Reporting Year:		
DESCRIPTION OF ACTIVITIES		
Please describe the project goal and activities.		



Please describe how your project/event benefited the community.		
What was the outcome of your project? Did it meet your anticipated outcome?		
List the community partners who supported your project and identify what roles they		
played.		
piayed.		



How did you measure the success of your project/program?		
What did you learn from the project/program?		
Please describe how the funding from the District was recognized by your organization		
(ie. Press releases, photographs, advertising, other)		
REQUIRED ATTACHMENTS		
Completed "Policy 3.16 – Project Expenses" form		
Copies of all project invoices and receipts		
Final product/proof of completion (eg. Photos, copies of materials, brochures)		
Copies of District funding acknowledgment (social media posts/posters etc.)		



STATEMENT OF UNDERSTANDING		
I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand this annual report including any enclosures submitted is public information. I authorize reproduction of any plans/reports for the purposes of annual report processing and reporting.		
Applicant Signature:	Date:	