



# Community Grants – Grant Reporting Form

All Annual Report documentation must be submitted by **November 30<sup>th</sup>**.

## 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.**

**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.)



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## STATEMENT OF UNDERSTANDING

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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:** \_\_\_\_\_