

# FOLLOW-UP REPORT



Please **COMPLETE ALL SECTIONS OF THIS FOLLOW-UP REPORT** and do not alter the format. Please disclose all expenditures incurred for your project, program or community event. Use additional paper if necessary. Please keep a signed copy of the follow-up report for your records. All follow-up reports submitted will become the confidential property of the PHCDC upon their submission.

**Provide all receipts, financial documents etc.  
Please print clearly.**

## ORGANIZATION INFORMATION

Name of Organization: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Non-Profit Corporation Number (if applicable): \_\_\_\_\_

## ALLOCATION

Program Title: \_\_\_\_\_

Date of Allocation and File Number: \_\_\_\_\_

PARTICIPATION, BY THE NUMBERS:			
Participants anticipated:	_____	Actual participants:	_____
Males:	_____	Over 19 years of age:	_____
Females:	_____	Seniors (65+ years of age):	_____
Under 6 years of age:	_____	Families:	_____
13 to 19 years of age:	_____	Other:	_____

Indicate the geographic area of the project, program, or community event served:

Were the objectives / goals of the project, program, or community event achieved, and to what extent?

What tangible services did the project, program, or community event provide to the participants?

Indicate what co-ordination, if any, occurred with other funding services and sources:

## ACTUAL PROGRAM COSTS

Please include your receipts or any financial supporting information:

INCOME	PROJECTED (in application)	ACTUAL
<b>1. Cash donations</b>	\$ _____	\$ _____
<b>2. Fund raising activities</b>	\$ _____	\$ _____
<b>3. Other grants/contributions</b> (Please list)		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
c. _____	\$ _____	\$ _____
d. _____	\$ _____	\$ _____
<b>4. Amount received from PHCDC</b>		\$ _____
<b>TOTAL INCOME</b>		\$ _____

DIRECT COSTS - <b>**RECEIPT VALIDATION**</b>	PROJECTED (in application)	ACTUAL
<b>5. Independent contractor fees</b> (only to the extent such fees are considered specialized and are essential to the project, program or event)	\$ _____	\$ _____
<b>6. Honorariums</b> (limited to Elder Services only)	\$ _____	\$ _____
<b>7. Building materials</b>	\$ _____	\$ _____
<b>8. Equipment and supplies</b> (associated with the project, program or event)	\$ _____	\$ _____
<b>9. Facilities rental</b> (associated with the project, program or event) (limited to facilities rental only)	\$ _____	\$ _____
<b>10. Utilities</b> (associated with the project, program or event) (limited to portion related to project, program or event only)	\$ _____	\$ _____

DIRECT COSTS (CONTINUED)	PROJECTED (in application)	ACTUAL
<b>11. Transportation for project or program participants</b> (where applicable)	\$ _____	\$ _____
<b>12. Other direct project or program related costs</b> (please specify)		
a. _____	\$ _____	\$ _____
b. _____	\$ _____	\$ _____
c. _____	\$ _____	\$ _____
d. _____	\$ _____	\$ _____
<b>TOTAL PROJECTED/ACTUAL EXPENDITURE</b>	\$ _____	\$ _____
<b>TOTAL ACTUAL EXPENDITURES</b> (Income less expenses)		\$ _____

## TERMS AND CONDITIONS

1. All follow-up reports must be completed no later than sixty (60) days after project or program completion/ end date. Any follow-up reports not completed within sixty (60) days after the project or program completion date may result in the remaining 20% of the funding being forfeited and placed back into the allocation fund for redistribution by the PHCDC.
2. In the event that the final project cost is lower than originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment. The applicant organization will be required to refund the overpayment to the PHCDC upon demand.
3. Unused funds or funds used for purposes other than what was approved in the original application must be returned to the PHCDC, unless otherwise agreed to by the PHCDC.
4. No adjustments will be made if the final project costs are higher than originally projected.
5. The applicant organization must keep all original documentation relating to their approved project or program for a period of seven (7) years.
6. Deviation from approved allocations must be submitted in writing to the PHCDC and approval must be received from the PHCDC prior to any expenditure of the allocated funds.
7. Organizations must have the follow-up reports completed before submitting an application that is identical in project name and/or overview.
8. Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting.
9. Applicants who fail to comply with the terms and conditions associated with their original application for funding including completion of their follow-up reports may be ineligible from receiving any further funding from the PHCDC for any other project or program until such time as the full amounts owing have been repaid in full to the PHCDC.

# DECLARATION

On behalf of the Applicant Organization, we hereby represent, warrant and certify the following:

- that the information contained in this follow-up report together with any supporting documentation associated therewith reflects in their entirety the actual costs associated with the related project or program; and
- that the information contained in this follow-up report is true and correct and is being executed on behalf of the Applicant Organization by its duly authorized signing authorities.

WE HEREBY certify that the information contained in this follow-up report is accurate and complete.

**Report must be signed by 2 authorized representatives on behalf of the Applicant Organization.**

_____ Name of Authorized Representative	_____ Position
_____ Signature of Authorized Representative	_____ Date
<b>AND</b>	
_____ Name of Authorized Representative	_____ Position
_____ Signature of Authorized Representative	_____ Date

# SUBMISSION

The follow-up report is to be **COMPLETED AND SUBMITTED WITHIN 60 DAYS AFTER PROJECT OR PROGRAM COMPLETION.**

Follow-up reports may be submitted to the PHCDC office in the following manner:

- in person;
- by electronic submission (email); or
- by mail.

Follow-up reports shall be submitted to the PHCDC care of the following address:

**Attention: Laurie Blackbird – General Manager**  
Painted Hand Community Development Corporation  
21 Bradbrooke Avenue North – Suite 2  
Yorkton, Saskatchewan S3N 3R1  
e-mail to: [laurie@paintedhandcdc.com](mailto:laurie@paintedhandcdc.com)