PRINCE ALBERT AND AREA COMMUNITY FOUNDATION

Project Final Report – 2021-22 Grant

BASIC INFORMATION

**Final Reports are required to serve several goals.**

* **Accountability** – The Foundation must be fiscally responsible and must maintain the trust of the donors and the general public. We must ensure that all grants awarded are addressing real needs in the community, and that these grants are being used for the purpose stated in the Grant Application and as approved by the PAACF Board of Directors.
* **Assessment of Project Aims and Goals** – Most projects have a positive outcome within the goals proposed in the Grant Application. However, occasionally, even the most researched and “thought through” projects do not turn out as planned. This does not make the idea a poor one. It simply serves as a learning experience. As the Foundation gathers and collates this information, it helps to assess future grant proposals.
* **Community Needs Assessment** – Final Reports on the outcomes of funded projects are a way to share successes and learning curves with other agencies and community leaders. It is important that the reports contain the positive and negative results of the project, so that ongoing projects and parallel projects can benefit from the experiences and information that has already been identified.

###### What must be included in the Final Report – 3 Sections

The Prince Albert & Area Community Foundation is providing you with a Final Report Form that meets our Foundation needs. The Form includes:

* **Page 2 – Income and Expenses - Actual to Proposed in Application** – may be elaborated upon if necessary but one page would probably be sufficient. The document must identify all funding sources and expenses, including those not presented/projected at the time of the Grant Application**. Clearly compare the Budget numbers from your Application with the Actual Numbers, line by line.**

\*\* Copies of cancelled cheques and receipts should be retained by your office.

* **Page 3 – Questions** - **Impact Statement** – You are required to include a **written analysis** of how it impacted upon the people affected by the project. You should review the pros and cons of your project and include any changes you have identified which could have made the project “better”. The document must identify all goals/activities stated in the Grant Application. There is no limit as to the amount of information that can be added.
* Forward a minimum of 3 pictures of the funded project that are relevant, with a brief description of the content of the picture. Please do not include identifiable subject faces without attaching specific permission of the subject. The Grant recipient agrees to allow use of these photos by PAACF to describe and promote the efforts of the Foundation.
* **LATE OR INCOMPLETE FINAL REPORTS MAY AFFECT FUTURE GRANT REQUESTS. FUTURE GRANTING APPLICATIONS WILL NOT BE APPROVED IF THERE IS AN OUTSTANDING FINAL REPORT FROM A PREVIOUS YEAR.**

We suggest that you complete and submit your Final Report upon Project ending – even if completed earlier than anticipated.

Deadlines for Final Report - October 30/21 for Summer projects and

May 7, 2022 for full year projects - send to:

 **GRANTS COMMITTEE – FINAL REPORT**

 **Prince Albert & Area Community Foundation**

 **P.O. Box 291**

 **PRINCE ALBERT, SK S6V 5R5**

 **pafoundation@sasktel.net**

**PAACF GRANT – FINAL REPORT – 2021-22**

Please complete this form in the spaces provided. Add extra pages if needed.

**AGENCY INFORMATION**

Legal Agency

Name

Address

Telephone Email Address

Contact Person

Charitable Registration Number

### PROJECT NAME

(quick reference)

Was this a new [ ] or existing [ ] project?

A brief project description – (PLEASE NOTE if this differs from Grant Application)

 TOTAL COST OF PROJECT AMOUNT OF PAACF GRANT

**PROJECT FINANCIAL STATEMENT**

**Sources of Revenue Budget Actual**

PAACF $ \_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Other Funders \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Government (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Support from Your Agency \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Revenue from Project \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Project Revenue $**\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_

*\*\* “Budget” - All numbers should match those stated in Application. If not, please explain.*

**Expenditures**

**Items Budget Actual**

Salaries/benefits $\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Fees/honoraria \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Materials and Supplies \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Office expenses (state what) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Special project costs (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

*\*\* Copies of cancelled cheques and invoices - please retain for your records and if PAACF needs to verify any item.*

**Total-Project Financial Statement $\_\_\_\_\_\_\_\_\_\_\_\_\_ $** \_\_\_\_\_\_\_\_\_\_\_\_\_**NAME OF AGENCY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT NAME**

1. Did this project address the “need” presented in your Grant Application?

***1- NEED STATED IN PROPOSAL***

***2 - HOW WAS THIS NEED MET BY THIS PROJECT?*** Were you able to meet the project’s goals and objectives? Does the “need” still exist, in whole or in part?

2. ***IMPORTANT –***

 ***\* NUMBERS TO BE SERVED STATED IN PROPOSAL \_\_\_\_\_\_\_\_\_\_\_\_***

 ***\* ACTUAL NUMBERS SERVED* \_\_\_\_\_\_\_\_\_\_\_\_**

Compare the numbers stated in your application with the results and explain any differences.

3. Do you have the plans and resources in place to continue with this project?

1. **IMPACT STATEMENT** - Provide a written analysis of how your project proceeded and how it impacted upon the people affected by the project. You should review the pros and cons of the project*.* Add pages to the Final Report, if required*.* ***TELL US "HOW" IT IMPACTED PEOPLE******WHEN IT WAS IMPLEMENTED -*** What is now different as a result of your Project?

***Please review Report. 10% Holdback from 2021-22 Grant paid on approval of Final Report.***

* ***Numbers provided? (Participants and Expenses/Expenditures.)***
* ***Pictures included?***
* ***Copies of recognition of PAACF included?***