

Community District/Regional Development and Recreation Facility Grants Final Report Form



OFFICE USE ONLY			
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DEPT HEAD		AUTHORIZED BY	

Overview

Upon satisfactory completion of a Final Project Report Form and the documentation required for verification of expenditures, the final payment representing 20% of the total grant will be released and the project grant file closed. The Final Project Report is to be completed and submitted within sixty (60) days of project completion. Failure to satisfactorily complete and submit a Final Project Report Form or failure to comply with the funding obligations to the satisfaction of the Municipality of the County of Inverness is grounds to restrict access to future funding and withhold current project commitments. When possible, please provide before and after photos of project accomplishments, as well as copies of media appearances related to the project (news articles, press releases, etc.).

Freedom of Information and Protection of Privacy Act

The Community District/Regional Development or Recreation Facility Grant Recipient acknowledges that the Municipality of the County of Inverness is subject to the laws of the Province of Nova Scotia including the Freedom of Information and Protection of Privacy Act (the "Act") and that the obligations of the Municipality under the Act supersede any provisions of this agreement.

- i) The Community District/Regional Development or Recreation Facility Grant Recipient acknowledges it may declare confidentiality of the submission and information however the Municipality is required to adhere to the requirements of the Freedom of Information and Protection of Privacy Act, as amended.
- ii) The Community District/Regional Development or Recreation Facility Grant Recipient acknowledges and permits the Municipality to include the name of the Recipient, the Project Description, photos and materials referencing the work in its public information and communications.

Submit your completed Final Report Form to:

Attention: Melanie Beaton, Special Projects Facilitator
 Community District/Regional Development
 or Recreation Facility Grants
 Municipality of the County of Inverness
 375 Main Street, P.O. Box 179
 Port Hood, Nova Scotia B0E 2W0
 902-787-3504 Melanie.Beaton@invernesscounty.ca

Authorized municipal expenditures must comply with section 65A of the Municipal Government Act, 1998, c. 18.

Applicant Details			
Organization name:			
Contact name:			
Postal address:			
Preferred contact number:		Email:	
Grant Details			
Project file number:	Final grant report date:	Project title:	
District:	Registry of Joint Stocks #:	Charitable # and status:	Project period:
Funding Details			
Grant amount:	Budgeted cost:	Actual cost:	

On a separate page, please answer the following questions:

1. What were the results of the project, both anticipated and unanticipated? How does this project enhance the lives of residents of and/or visitors to the Municipality of the County of Inverness?
2. How will your project remain sustainable in the future?
3. What, if any, were the new partnerships you created as a result of this project?
4. How many volunteers participated in the project? Approximately how many total volunteer hours were contributed to the project?
5. How was the Community District/Regional Development or Recreation Facility Funding you received from the Municipality of the County of Inverness recognized publicly by your organization?

Project Financials

In-kind Contributions: Indicate below the type(s) of **in-kind (non-monetary)** goods or services that were contributed to the project and their approx. value.

Contributor	Description of Contribution	Value of Contribution (in \$)

Revenues & Expenses: Please include only **monetary** contributions. Where necessary, please attach any additional details. If you need additional lines, attach it on a separate page.

REVENUES: Grant sources, fundraising and applicant contribution.	Total Received (\$)
	\$
	\$
	\$
	\$
TOTAL REVENUES	\$
EXPENSES: Items/descriptions.	Total Paid (\$)
	\$
	\$
	\$
	\$
TOTAL EXPENSES	\$

Please attach all copies of all invoices and payment verification (receipts or cancelled cheques). Unused Community District/Regional Development Grant Funds or funds used for purposes other than what was approved must be returned to the Municipality of the County of Inverness.

Declaration

On behalf of the above organization, I hereby certify that the information in this report and any attachment is complete and accurate, and the Community District/Regional Development or Recreation Facility Funds granted by the Municipality of the County of Inverness were used solely for eligible project expense as approved by Municipal Council.

Print Name: _____ Signature: _____
 Position: _____ Date: _____