



The purpose of the Spirit of Coquitlam Grant is to assist non-profit community organizations in building community spirit by providing community grant funds for public art, sport activities/programs, festivals and events, sports hosting, capital projects. The Final Report is necessary for maintaining financial accountability and detailing and accounting for how grant funds were spent.

How to complete the Final Report:

1. Use the checklist below and include all applicable attachments:

- Answer all questions in the Final Report;
- Must be typed;
- Must have an original signature of one authorized board member (scanned signatures are accepted);
- Include sample of evaluations used to measure the outcomes of Project/Event/Activity;
- Include photocopies of receipts/invoices for eligible items purchased using the Spirit of Coquitlam Grant funds;
- Attach sample files or scan attachments of promotion/recognition of the grant support provided by the City of Coquitlam (e.g. your publications using the City's logo);
- Include in this report any photographs (email attachment - jpeg or on a cd/dvd) related to the use of funds for the City of Coquitlam's use in displays, publications or reports.

2. Submit Final Report.

Submit completed Final Report within 30 days of your project/event/activity being completed to the City of Coquitlam Grant Coordinator:

Mail or in person to:

City of Coquitlam

Attention: PRC Grant Coordinators – Spirit Grant Final Report

3000 Guildford Way

Coquitlam, BC V3B 7N2

» Email: communitygrant@coquitlam.ca

If you have any questions about completing the Final Report, please contact:

Grant Coordinator – City of Coquitlam

3000 Guildford Way, Coquitlam, B.C. V3B 7N2

Phone: 604-927-3547 or 604-927-3556

Email: communitygrant@coquitlam.ca

*****Completion of the Final Report is necessary for future eligibility for Spirit of Coquitlam Grant funding.**



2018 Spirit of Coquitlam Grant – Final Report

1. Applicant Details

1.a) Agency/Non-Profit Organization: _____

1.b) Contact Person: _____ Position/Title: _____

1.c) Phone: _____ Cell: _____

1.d) Email: _____

2. Project/Event/Activity Outcomes

2. a) Name of Project/Event/Activity: _____

2. b) Project/Event/Activity completion date: _____

2. c) Provide brief description of project/event/activity. Summarize the results of this grant in 100 words or less:

Evaluation of the Project/Event/Activity

2. d) What were your measures of success?

- Number of new registrations or increase in number of registrations
- Number of repeat registrations or increase in repeat registrations
- Number of new activities provided or increase in number of activities provided
- Number of participant numbers or increase in participant numbers
- Dollar amount/Number of ticket sales or increase in dollar amount/ticket sales
- Number of sponsorships or increase in number of sponsorships
- Increase in user satisfaction
- Other:
- Other:
- Other:



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2. e) How did you evaluate your Project/Event/Activity? **Attach any summaries, evaluations and blank survey tools used.**

Survey methods:

- Hand outs
- In person/face to face conversations
- Online survey
- Phone survey
- Other:
- Other:

Feedback:

- Website feedback
- Twitter
- Facebook
- Verbal feedback
- Other:
- Other:

3. Accountability

3. a) Submit your final budget including all actual expenses. **Photocopies of actual receipts/invoices must be attached to this final report.**

3. b) Spirit Grant Awarded: \$ _____

3. c) Expense list: Attach separate sheet if necessary:

\$



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4. Project Acknowledgement

4. a) How did you publicly acknowledge the City of Coquitlam’s support for your project/event/activity? Attach samples. *Include in this report any photographs (email attachment - jpeg or on a cd/dvd) related to the use of funds for the City of Coquitlam’s use in displays, publications or reports.*

5. Signature

Organization:

Printed Name

Signature

Position/Title

Date