

COMMUNITY CULTURE DEVELOPMENT FUND

A GRANT PROGRAM

YEAR-END REPORT

CATEGORY #1

CULTURE DEVELOPMENT

Due January 31, Annually*

**Due January 31 annually until funding term has expired (ie. multi-year funding may range from 1 to 3 years).*

SUBMISSION REQUIREMENTS:

Completed Year End Report

Copy of most recent Financial Statement*

Form B – Budget with 1st column indicating your budget as submitted in application, 2nd column with actual to date figures

Signatures

**If not previously provided, this report must be accompanied by a copy of the most recent financial statement of all revenue and expenditures of the Organization (including but not limited to the Grant) verified by a member-at-large of the Organization. An executive member (i.e. president, vice-president or treasurer) may prepare, but cannot verify, the financial statement.*

This report may be submitted in one of three ways:

COURIER OR MAIL:

ATTN: Community Culture Development Fund, City of Red Deer,
Culture Services Centre, Box 5008, Red Deer, Alberta T4N 3T4

EMAIL:

If signed and scanned, culturemailbox@reddeer.ca

HAND-DELIVERY IN A SEALED ENVELOPE:

ATTN: Community Culture Development Fund, City of Red Deer,
Culture Services Centre, 3827 - 39 Street

It is the responsibility of the applicant to ensure that the submitted report is in the hands of Culture Services by the deadline regardless of the submission method chosen. To confirm receipt of the report, call 403-309-4091.

Year for which you are reporting on: _____

Organization: _____

Name of Project: _____

Amount Funded: \$ _____

Duration of funding contract (e.g. for multi-year funding list each year you have been approved for funding): _____

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IN YOUR SUBMITTED GRANT APPLICATION, YOUR ORGANIZATION STATED:

Goals:

1. Were you able to make progress toward your organization's 1 to 3 year goals? Please describe this progress.

2. Did this funding help to accomplish these goals? In what way?

Board of Directors:

3. Have you been able to maintain a full slate of officers through the past year? If not, please elaborate on your situation.

Awareness:

4. Did new residents become involved in your organization? If so, please describe how they learned of the opportunity(s) and their involvement.

Maximization of Funding:

5. Was your organization successful in your plans to leverage The City funding with funding from other sources (i.e. other funders, corporations, volunteers, or donors)? If so, please specify (and list in Form B - Budget).

Project Operation:

6. Did your project operate as planned?

Yes No

If no, please explain the ways in which it differed from the way it was described in your application touching on the following points:

a) Who actually attend or participated in the project as clients? Was it the same people as described in your application as the target population?

b) How many people attended?

c) What percentage of those people were Red Deer residents?

d) Where did the project take place? In what specific neighbourhoods or facilities?

e) When will the project occur? With what frequency? What times?

f) Were your volunteer recruitment plans successful in attracting the necessary volunteers?

Outcomes Focus:

7. Through your project, was your organization able to contribute to the outcomes that were identified in your submitted application? If so, which ones?

- Community Cohesion and Engagement
- Educational Opportunity and Attainment
- Equitable Services and Access
- Health, Safety and Well-being
- Social and Cultural Diversity
- Heritage
- Economic Value

8. What makes you believe that your project contributed to these outcomes?

Advancement of Culture:

9. Do you believe that project leave made a difference in improving or advancing Red Deer's culture assets (e.g. leadership, facility, experiences...)? In what ways?

SIGNATURES:

This form must be signed/validated by two association/organization members who prepared and/or reviewed this report.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____