

# SPARK GRANT REPORTING

## PROJECT SELF-ASSESSMENT



**Thank you for being part of our Great Neighbours initiative!**

As a Spark Grants recipient, the project self-assessment must be completed within 30 days after the date of your project. If you have any questions, please feel welcome to contact us at 403-342-8100 or by e-mail [fcss@reddeer.ca](mailto:fcss@reddeer.ca).

### PROJECT DETAILS

**Project Name:** \_\_\_\_\_

**Project Neighbourhood or Community:** \_\_\_\_\_

**Project Start Date** (mm/dd/yyyy): \_\_\_\_\_ **Project End Date** (mm/dd/yyyy): \_\_\_\_\_

#### Primary Contact Information

Full Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

### TELL US YOUR STORY

1. Please tell us about your project. What did you do?

2. Number of people who organized this project: \_\_\_\_\_

3. Number of people who attended project event(s): \_\_\_\_\_



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4. Please complete the Project Expenses table below detailing the total cost of your project.

| Item/Activity<br>Examples: Decoration, food, facility rental | Total Cost of Item/Activity |
|--|-----------------------------|
|  |                             |
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**Total Project Cost**  
50% of Total Project Costs

5. Total amount of Spark Grant received: \_\_\_\_\_  
(Up to 50% of total project costs, and up to a maximum of \$1,000)

Unspent Spark Grant funding: \_\_\_\_\_

6. What did the community contribute towards this project?



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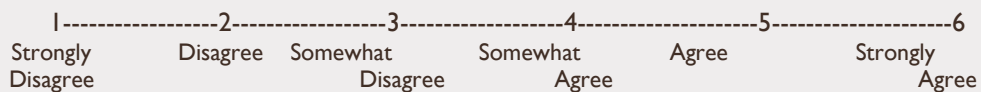


7. What did you learn about working in the neighbourhood/community? What is your favorite story from the project?

8. The Community Outcome for the Great Neighbours Initiative is that **the community is connected and engaged**. The indicator that this is happening is **positive attitude towards others and the community**.

Each Spark Grant recipient is required to answer a question after the event to measure if there has been a positive change in his communities as a result of the project using the Agreement Scale below.

As a result of the \_\_\_\_\_ project, I feel a stronger sense of community with the people on my block/in my neighbourhood.



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9. Please select any or all of the relevant benefits below to your neighbourhood/community that resulted from your project. Please provide any comments and/or examples on how the benefit applies.

| Benefits to Neighbourhood/Community   | Yes/No (Comments/Examples if any) |
|---|-----------------------------------|
| People who are usually not <b>involved</b> in community activities had participated   |                                   |
| People <b>met people</b> they did not know  |                                   |
| Participants <b>reflected the age, cultural, and other diversities</b> in our community   |                                   |
| People played <b>leadership roles</b> that were new to them, such as public speaking, project planning and volunteer management |                                   |
| People brought <b>new resources</b> or used <b>resources already</b> in our community, such as skills, ideas, and money         |                                   |
| People in our community <b>are planning further activities or next steps to stay involved</b>                                   |                                   |
| Other benefit(s):   |                                   |

### AUTHORIZATION

Any unspent Spark Grant funds issued are required to be returned to the Red Deer & District Family and Community Support Services within 30 days of submitting this report. If you have any questions, please contact us as 403-342-8100 or by e-mail at [fcss@reddeer.ca](mailto:fcss@reddeer.ca).

By signing below, I agree that Red Deer & District Family and Community Support Services can use this information to describe projects they have supported as part of the Great Neighbours initiative. I confirm that all information submitted within this report is true, complete and accurate to the best of my knowledge.

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy

