

COMMUNITY RECREATION ENHANCEMENT GRANT

REPORTING REQUIREMENTS

FINAL REPORT DUE	SUBMITTED TO
30 days following the agreed upon completion date of the project.	recreation@reddeer.ca

ORGANIZATION CONTACT INFORMATION

Name of Organization: _____

Name of Project: _____

Amount Funded: \$ _____

Full Project Budget: \$ _____

*** Please attach original submitted budget and ensure Column B (actuals) has been completed.**

1. **Project Result:** Did the project proceed as planned? Provide an overview of the project results.
If the project did not go as planned, please explain the variation.

2. **Success Measures:** How do you know the project contributed to the outcomes you identified in your application?

3. **Receipts:** Attach receipts for all expenditures related to the grant funded project expenses, ensuring they align with the originally submitted project budget. Ensure Column B (actuals) has been completed.

4. **Volunteer Hours:** Please report the number and types of volunteer hours involved in the project.

REPORT SUBMITTED BY:

Note: All un-used funding will be returned to the City for reinvestment in other community recreation initiatives.

Drop off a cheque for any unspent grant dollars with your final reporting to: CREG, C/O Recreation Center Administration Office (2nd Floor, 4501-47A Ave Red Deer, T4N 6Z6). Or Mail to Community Recreation Enhancement Grant, c/o Recreation Centre, City of Red Deer, Box 5008, Red Deer AB, T4N 3T4

Signature: _____ Date: _____

Print Name: _____ Title: _____