

# ORGANIZATION DEVELOPMENT FINAL REPORT



## 2019 Organization Development Grant Final Report & Evaluation

**Submission Deadline: 60 days after project completion.** Return of the completed Final Report by this deadline is a requirement of your grant. Any future applications in any of our grant programs will not be accepted if a final report is not received.

Mail or deliver final reports to:

2019 Organization Development Grant – Final Report  
c/o Mariko Siggers  
Active Living & Culture Division  
Parkinson Recreation Centre  
1800 Parkinson Way  
Kelowna, BC V1Y 4P9

Name of Recipient Organization:

Grant \$ Received:

Date Event or Project was completed:

### Declaration

**This declaration is to be signed by two signing officers of your organization.**

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. Information about an applicant's operations is collected for the purpose of adjudicating the application and for administrative purposes. It is collected under the authority of the Local Government Act, RSBC 1996, c323, Community Charter, SBC 2003, c26 and the Freedom of Information and Protection of Privacy Act, RSBC 1996, c165.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

Answers in this report must directly refer back to the information in your application. Please have a copy of your original Organization Development Grant on hand and refer back to it when writing your responses to the questions below.

All documents submitted as the Final Report to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and assessors for the purpose of evaluation, administration and analysis. Photographs submitted with this document may be used in future promotional materials and reports.

**Please submit the following document(s) with this report:**

A copy the consultant's completed report or certificate of completion for the course attended.

1. Please provide a brief summary of your project, the successes and the challenges. If anything changed from your original proposal, please explain.

(1,500 characters maximum)

2. What are the measurable improvements you achieved in your organizations governance and/or operations as a result of the project?

(1,000 characters maximum)

3. Who participated in the project? If you collaborated with another organization, please include details about the partnership. (750 characters maximum)

4. What has changed in your organization as a result of the project being undertaken? Are there additional changes still to be implemented? Please provide specific examples. (750 characters maximum)

5. What are the next steps stemming from the project? Is there additional organization development work to be done? (750 characters maximum)

6. Please provide any additional comments about the success or progress of your organization over the past year. (750 characters maximum)

7. What were the actual expenses for the project?

Please refer to the expense budget provided in your application.

Project Expenses	Expenses Paid with Grant Funds	+Expenses paid with other cash contributions	+ Actual in-kind Donation	= Total Expense
Consultant Fee				
Course Registration Fee				
Other Project Expenses (please be detailed)				
<b>Total Project Cost</b>				

8. What were the actual sources of financial support for this project?

Please refer to funding sources provided in your application.

Funding Sources	Actual Cash Revenue	Actual in-kind Donation
City of Kelowna Organization Development Grant		
Other:		
<b>Total</b>		