

# GENERAL OPERATING FINAL REPORT



## 2018 General Operating Grant Final Report & Evaluation

**Submission Deadline: November 1, 2018**

You will not be able to apply for a 2019 grant in any category if we have not received your completed final report.

Mail or deliver final reports to: 2018 General Operating Grant Final Report  
City of Kelowna Cultural Services Branch  
Parkinson Recreation Centre  
1800 Parkinson Way  
Kelowna, BC V1Y 4P9

Name of Recipient Organization:

Grant \$ Received:

### Declaration

Note: 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

**Please submit the following documents to this report:**

Samples of Marketing Materials and Programmes demonstrating the use of the City of Kelowna logo to acknowledge the funding received.

1-3 high quality, clear images (in digital format) from programs and services along with signed release waiver(s).

Answers in this report must directly refer back to the information in your application. Please have a copy of your original 2018 OPERATING GRANT APPLICATION on hand and refer back to it when writing your responses to the questions below.

*Please Note: The information in your Final Report will be used in Council Reports and referred to in the review of future grant applications.*

## Programming

### 1. Complete the following chart and provide totals.

Definitions:

- By Artist/Performer, we mean someone who is directly involved in the design or delivery of the performance or event
- By audience member, we mean someone who attended a performance, exhibition or event as a spectator.
- By volunteer, we mean an individual who had a role in the planning and/or delivery of the activity, performance, exhibition or event.
- By participant, we mean someone who took part in hands-on activities (leave blank if not applicable).

#### Main Events/Performances (presented/organized by your organization)

| Date                | Title | # of Artists/<br>Performers<br>Involved | # of Audience<br>Members/<br>Attending Event | # of<br>Volunteers<br>Assisting |
|---------------------|-------|---|--|---------------------------------|
|                     |       |   |  |                                 |
|                     |       |   |  |                                 |
|                     |       |   |  |                                 |
|                     |       |   |  |                                 |
|                     |       |   |  |                                 |
|                     |       |   |  |                                 |
|                     |       |   |  |                                 |
|                     |       |   |  |                                 |
|                     |       |   |  |                                 |
| <b>Annual Total</b> |       |   |  |                                 |

#### Classes/Workshops (offered by your organization)

| Description | Total # of<br>Classes per<br>Year | Total # of<br>Individual<br>Participants<br>Registered | # of<br>Individual<br>Volunteers<br>Assisting |
|-------------|-----------------------------------|--|---|
|             |                                   |  |   |
|             |                                   |  |   |



## Community Impact

2. What were your biggest highlights and successes for 2018? Please describe.

(1,000 characters maximum)

3. Did attendance or participation in your programs increase or decrease in 2018 compared to previous years? What do you feel was behind the change?

(500 characters maximum)

4. Did you collaborate or partner with other organizations in 2018? If yes, please name the organization(s) and describe the benefit received. (A true collaboration or partnership occurs when both parties obtain some benefit or have shared objectives)

(750 characters maximum)

### Financial Information

5. What were your primary sources of revenue in 2018? List by amount and by percentage.

| Amount | Source of Revenue   | % of Total Revenue |
|--------|---|--------------------|
| \$     | Earned Revenue (All ticket sales, registration fees, membership fees, etc...) |                    |
| \$     | Grants (All federal, provincial, municipal, foundation & Gaming grants)       |                    |
| \$     | Donations & Sponsorships (Cash)   |                    |
| \$     | Donations & Sponsorships (In-kind)  |                    |
| \$     |   |                    |
|        | <b>Total</b>  | <b>100 %</b>       |

## Self Assessment

6. Refer back to Question 17 of your application and the goals you listed. Did you achieve your goals for 2018? If yes, describe the achievement. If no, describe why you were not able to achieve these goals.

|           |
|-----------|
| Goal 1-   |
| Comments: |
| Goal 2-   |
| Comments: |
| Goal 3-   |
| Comments: |

7. Please describe any professional development or training that your staff, board or volunteers participated in over the past year (e.g. attending a training workshop, working with a consultant or mentor, completing an online course or achieving certification or diploma).

(500 characters maximum)

|  |
|--|
|  |
|--|

8. As part of the 2018 Operating Grant review process, your organization was provided with feedback based on commentary from the review committee. The feedback specified aspects of organizational effectiveness and/or community engagement that could be improved. Referring back to the points provided in your Letter of Confirmation, please comment on what actions your organization has taken to address the concerns.

(1,500 characters maximum)

9. Please share a story about the impact of your programs/service on participants. This may be a letter that you received about a participant's positive experience or it may be something that you have witnessed.

(1,500 characters maximum)