

# PROJECT FINAL REPORT



## 2018 Project Grant Final Report & Evaluation

**Submission Deadline: 60 days after project completion or November 1, 2018 (whichever comes first).** 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 Project 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:

Date Event or Project completed:

### 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 PROJECT 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.*

Event Name:

Date & Time:

Location:

1. Please provide a brief summary of your project. If anything changed from your original proposal, please explain. (1,500 characters maximum)

2. **Refer to Question 20 in your application. Did you meet your expected outcomes? Please explain.**

(1,000 characters maximum)

3. **Were there any unanticipated results in the outcomes (positive and/or negative)? Please explain.**

(750 characters maximum)

4. In your opinion, what was the most significant highlight of your project? Please provide details.

(1,000 characters maximum)

5. What effect did your project have on participants and/or audience members? Is there a particular story that comes to mind? This may be a letter that you received about a participant's experience or it may be something that you witnessed.

(750 characters maximum)

6. Complete the following chart and provide totals.

Definitions:

- By participant, we mean someone who took part in hands-on activities (leave blank if not applicable).
- 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.

**Activity/Event** (presented/organized by your organization)

Date	Title	# of Participants	# of Audience Members/ Attending Event	# of Volunteers Assisting
<b>Total</b>				

7. Was there a difference in attendance from what you anticipated? Please comment on any factors or trends that may have contributed to an increase or decrease.

(750 characters maximum)



10. Refer to Questions 13 & 14 in your application. If there are significant differences in the proposed project expenses/revenues from the actual project expenses/revenues listed above, please explain.

(750 characters maximum)

11. Will you repeat the event/project again next year? If so, what changes will you make to your project?

(750 characters maximum)

12. If you do intend to continue your project in the future, what actions are your organization taking to move the project toward self-sustainability?

(750 characters maximum)