

# COMMUNITY INVESTMENT FUND FINAL PROJECT REPORT FORM



## ORGANIZATION INFORMATION

*(Please provide your responses in the shaded areas.)*

Primary Contact  
Organization  
Address  
Postal Code  
Email

[Shaded area for Primary Contact, Organization, Address, Postal Code, and Email]	
[Shaded area for Postal Code]	Phone [Shaded area]

## PROJECT REPORTING

Project Title

[Shaded area for Project Title]
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**Project Summary** Provide a brief summary of the project. Identify any activities that were different from your application project description and proposed activities and why the changes occurred.

[Shaded area for Project Summary]
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**Project Results** Summarize how successful the project was in achieving the objectives stated in your application. Include any unexpected successes that occurred.

[Shaded area for Project Results]
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How many individuals participated in the project?		
<b>For each age group below indicate the number of individuals who participated.</b>		
Children 0 – 5 years		Children 6 – 11 years
Teens 12 – 16 years		Youth 17 – 15 years
Adults		Older adults (55+ years)

How was the Town of Strathmore recognized for its funding support of the project?

<b>Other Contributions</b>		
Indicate the type(s) of in-kind goods or services that were contributed to the project and their approximate value.		
Contributor	Description of Contribution	\$ Value
How many volunteers participated in the project?		
Approximately how many total volunteer hours were contributed to the project?		

## FINANCIAL REPORTING

Organizations must submit a photocopy of actual receipts or an audited financial statement that has been prepared by a recognized audit firm. Audited financial statements must clearly outline the CIF grant received as well as specific expenses related to the project.

Original documents and receipts must be kept by the grant recipient for seven years as per recognized accounting principles.

Unused CIF funds, or funds used for purposes other than what was approved, must be returned to the Town of Strathmore Community Investment Fund.

Failure to meet the above funding obligations to the satisfaction of the CIF Selection Committee is grounds to restrict access to future funding.

Use the form below to report revenue and expenses for the project. Include all project revenues and expenses. Where requested, additional details should be included as an attachment.

Revenue Source(s)	Original Project Budget	Actual Revenues Received
Provincial Government		
Federal Government		
Community Development Corporation		
United Way/Community Foundation		
Corporate/Business Sponsorship		
Registration Fees		
Fundraising		
Donations		
Other		
Community Investment Fund		
<b>Total Revenue</b>		

Expense Item	Description	Original Project Budget	Actual Expenses
Honorariums/Fees			
Entertainment			
Project Supplies			
Equipment Rental			
Facility Rental			
Advertising/Promotion			
Volunteer Recognition			
Food/Nutrition			
Other			
<b>Total Expenses</b>			

**CERTIFICATION OF COMPLIANCE**

<p>I, _____, to the best of my knowledge and belief, certify that the information included in this report complies with the requirements and conditions set out in the Community Investment Funds (CIF) Policy and Procedures.</p> <p>Signed on the _____ day of the month of _____ in the year 20____ at _____, Alberta.</p>	
Name of Authorized Representative <i>(please print)</i>	Position
Signature	Date

**Final Report due within 60 days after last day of event**

**Your completed Final Report with additional documentation  
(as required) must be submitted by mail or electronically to:**

Community Investment Fund  
 Lauren McGougan - Department of Recreation  
 680 Westchester Road  
 Strathmore, AB T1P 1J1  
[rec@strathmore.ca](mailto:rec@strathmore.ca)