



15 / 150 Grant Final Report Form

	Application ID # _____
Grant amount received	\$ _____
Grant amount requested	\$ _____
Total project cost	\$ _____

For Office Use Only:

This information must be submitted within **2 months** of completing the 15 / 150 granted project; the final deadline is February 28, 2018.

Submit **five (5) copies** of this report, plus provide **one (1) copy** of any relevant materials from your project such as: poster, CD, DVD, book, catalogue, press release, review, news clippings, etc.

Do not exceed the space provided and ensure your report is legible. Point form is acceptable.

Name of Applicant (Individual or Organization):	
Name of Primary Contact and Title (if Applicant is not an individual):	
Address:	
City/Town:	Postal Code:
Telephone(s):	Email:
	Website:

Project Title:

1. Provide details about **when** and **where** your 15 / 150 grant project took place.

2. In Stage 2 you were asked to list the **criteria and/or targets** you would use to **measure the outcome/success** of your completed 15 / 150 grant project. How do the **results** compare with your original estimates? Provide details such as goods sold, attendance, invitations issued or received, etc.

3. Describe the **impact or result** your 15 / 150 grant project had on the community of Waterloo Region and, if appropriate, beyond. Provide specific, tangible examples, where possible.

4. Did your **promotional plan** - as outlined in your Stage 2 application - work for you? Provide details about what worked well and what you would improve upon.

5. Indicate how the Arts Fund's **support** of this 15 / 150 grant project was **acknowledged**. Include examples, if available (programs, posters, news clippings, screen shots, etc.).

6. Tell us how the 15 / 150 grant project fared **financially overall**. If you anticipate potential future revenue, estimate how much and over what time period you expect to realize these proceeds.

7. Tell us if you received financial support from other sources, and if so, provide a summary.

8. If your project realized a significant surplus or deficit, explain how you propose to use the surplus or to meet the deficit (e.g. through projected future sales, if applicable).

Note: The Arts Fund Board will need to review and approve any re-allocation of project surpluses due to lower than estimated costs, and/or unanticipated revenues.

- **Keep a copy** of this completed 15 / 150 Grant Final Report for your records.
- **Retain original receipts and paid invoices** as proof of actual expenses for the Grant; these may be requested by the Board.
- Payment of the 2nd installment of your 15 / 150 grant will be processed once the Final Reports Review Committee has received, reviewed and approved the information provided herein.
- If additional information is required by the Committee, you will be contacted by email.

Signature of Authorized Applicant

Date

Submit your Final Report to:

Region of Waterloo Arts Fund
c/o Council & Administrative Services
150 Frederick Street, 2nd Floor
Kitchener, Ontario, N2G 4J3

For further information, contact:

519-575-4450
info@artsfund.ca

15 / 150 Grant Final Budget Summary - Revenue

Please refer to the **Grant Application Guidelines** to verify funding eligibility.

- ✓ In the **Budget Stage 2** column, list all amounts as previously itemized in your Stage 2 Application.
- ✓ In the **Actual** column, list all sources of revenue, including all grants and donations actually received.
- ✓ If applicable, note **In-kind donations** and itemize separately, including the name and contact information for each contributor.
- ✓ Enter the total amount of In-kind donations in **both** the Revenue and Expenses sections of the Final Budget Summary form.

Revenue	Budget Stage 2	Actual	Notes
Applicant Contribution			
Partner Contribution (specify)			
Local Government			
Region of Waterloo Arts Fund			
City/Township(specify)			
Provincial Government			
Ontario Arts Council			
Ontario Ministry of Tourism			
Other (specify)			
Federal Government			
Canada Council			
Heritage Canada			
Other (specify)			
Foundations			
Ontario Trillium Foundation			
Other Foundations (specify)			
Cash donations			
Corporate			
Individual			
Fundraising			
Sponsorships (specify)			
Earned Revenue (specify)			
Other Cash (specify)			
In-kind (list on separate sheet)			
Total Revenue:			

15 / 150 Grant Final Budget Summary – Supplement Expenses

Once the Project is completed, the 15 / 150 Grant Supplement Expenses will be paid as a reimbursement, upon receipt, review and approval of the Final Reports Review Committee.

If your supplementary expenditures do not include one or more of “the Elements” listed in the Supplement Agreement, or do not meet other program criteria, at the sole discretion of the Arts Fund, then such expenditure shall be denied by the Arts Fund and will not be included in the 15 / 150 Grant Supplement reimbursed to you. The Arts Fund in no way guarantees the requested amount below being paid to you as the 15 / 150 Grant Supplement.

Conditions for Reimbursement

- **Original receipts and/or paid invoices must be submitted**, and
 - must accompany the 15 / 150 Final Report for review and approval of payment, and
 - must include a separate breakdown of the 15 / 150 Supplement expenses, and
 - must meet the Supplement Conditions as noted in the Supplement Agreement.
- ✓ In the **Amount** column, list all expenses incurred. Where possible, use exact dollar amounts.
 - ✓ In the **Notes** column, **provide details** to identify the **expenses** covered by the **15 / 150 Grant Supplement**
 - ✓ When the expense line is a total expense, where applicable **break out details** and match to invoices and/or paid receipts
 - ✓ If you require more room, include a separate breakdown of the 15 / 150 Supplement expenses.

15 / 150 Supplement Expense Details		Amount		Notes (if required)
Total Expenses:				

**Thank you for submitting your 15 / 150 Grant and Supplement Final Report.
It will help the Arts Fund to better serve Waterloo Region’s future needs.**