

**PRINCE ALBERT AND AREA COMMUNITY FOUNDATION**  
**Project Final Report – 2018 Grant**

**BASIC INFORMATION**

**Final Reports are required to serve several goals.**

- **Accountability** – The Foundation must be fiscally responsible and must maintain the trust of the donors and the general public. We must ensure that all grants awarded are addressing real needs in the community, and that these grants are being used for the purpose stated in the Grant Application and as approved by the PAACF Board of Directors.
- **Assessment of Project Aims and Goals** – Most projects have a positive outcome within the goals proposed in the Grant Application. However, occasionally, even the most researched and “thought through” projects do not turn out as planned. This does not make the idea a poor one. It simply serves as a learning experience. As the Foundation gathers and collates this information, it helps to assess future grant proposals.
- **Community Needs Assessment** – Final Reports on the outcomes of funded projects are a way to share successes and learning curves with other agencies and community leaders. It is important that the reports contain the positive and negative results of the project, so that ongoing projects and parallel projects can benefit from the experiences and information that has already been identified.

**What must be included in the Final Report**

The Prince Albert & Area Community Foundation is providing you with a Final Report package that meets our Foundation needs. The package includes:

- **Page 2 – Project Actual to Budget** – may be elaborated upon if necessary but should still use only one page. The document must identify all funding sources and expenses, including those not presented/projected at the time of the Grant Application. **Clearly compare the Budget numbers from your Application with the Actual Expenditures.**
- **Page 3 – Questions - Information must be documented only in the space provided for each question. Impact Statement** – You are required to include a **written analysis** of how your project proceeded and how it impacted upon the people affected by the project. You should review the pros and cons of your project, and include any changes you have identified which could have made the project “better”. The document must identify all goals/activities stated in the Grant Application. **Clearly compare the Objectives/Goals from your Application with the Actual Result - compare any projected numbers with actual numbers.**

If capital purchases were involved in the project, then copies of the cancelled cheques and receipts are required. If, in the past, you have produced a formal “essay” or other type of Final Report (and you wish to continue to do this), you may attach it to the **required completed Final Report form**. There is no limit as to the amount of information that can be added to a Final Report. (In fact, we appreciate any added information you are able to send along, especially pictures and press releases)

- **INCOMPLETE FINAL REPORTS WILL NOT BE ACCEPTED.**
- **LATE OR INCOMPLETE FINAL REPORTS MAY AFFECT FUTURE GRANT APPLICATIONS.**
- **FUTURE APPROVED GRANTS WILL NOT BE PAID IF THERE IS AN OUTSTANDING FINAL REPORT.**

**Deadlines for Final Report - October 30/18 for Summer projects and April 15, 2019 for full year projects - send to:**

**GRANTS COMMITTEE – FINAL REPORT**  
**Prince Albert & Area Community Foundation**  
**P.O. Box 291**  
**PRINCE ALBERT, SK S6V 5R5**

**PAACF GRANT – FINAL REPORT - 2018**

Please complete this form in the spaces provided.

**AGENCY INFORMATION**

Legal Agency Name

Address

Telephone  Email Address

Contact Person

Canada Customs & Revenue Agency Charitable Registration Number

**PROJECT TITLE**  
(quick reference)

Was this a new [ ] or existing [ ] project?

A brief project description – (PLEASE NOTE if this differs from Grant Application)

TOTAL COST OF PROJECT  AMOUNT OF PAACF GRANT

**PROJECT REVENUE**

Sources of Revenue	Budget	Actual
PAACF	\$ _____	\$ _____
Other Funders	_____	_____
Government (specify)	_____	_____
Support from Your Agency	_____	_____
<b>Total Project Revenue</b>	<b>\$ _____</b>	<b>\$ _____</b>

\*\* All numbers should match those stated in Application  
 \*\* "Actual" above refers to TOTAL GRANT funds awarded (cheque received + Holdback Payable)

**PROJECT EXPENDITURES**

Items	Budget	Actual
Salaries/benefits	\$ _____	\$ _____
Professional Fees/honoraria	_____	_____
Capital (specify)	_____	_____
Computers/Equipment	_____	_____
Copies of cancelled cheques and invoices attached	_____	_____
Other	_____	_____
<b>Total Project Expenditures</b>	<b>\$ _____</b>	<b>\$ _____</b>

NAME OF AGENCY \_\_\_\_\_ DATE \_\_\_\_\_

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**Project Information**

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1. Did this project address the “need” presented in your Grant Application? Explain  
**\*\*\* YOU SHOULD HAVE 2 LISTS/COLUMNS. COLUMN/LIST 1- STATED NEED, LIST/COLUMN 2 - HOW THAT NEED WAS MET BY THIS PROJECT**
  
2. Were you able to meet the project’s goals and objectives (does the “need” still exist, in whole or in part)? Compare the goals and objectives as stated in your application with the results and explain any differences. **IMPORTANT – COMPARE NUMBERS TO BE SERVED AS PROJECTED IN REPORT WITH ACTUAL NUMBERS SERVED.**
  
3. Do you have the plans and resources in place to continue with this project? Explain
  
4. IMPACT STATEMENT - Provide a **written analysis** of how your project proceeded and how it impacted upon the people affected by the project. You should review the pros and cons of the *project* and include changes that you have identified which would have made the project “better”. You may add pages to the Final Report for this purpose, if required. **DO NOT SIMPLY REPEAT YOUR PLANS AS STATED IN APPLICATION FORM - TELL US "HOW" IT IMPACTED PEOPLE WHEN IT WAS IMPLEMENTED.**  
*What is now different as a result of your Project? Please comment on the weakness of the Project.*

**\*\*\*\*\* DID YOU REMEMBER TO INCLUDE THE NUMBER OF PARTICIPANTS IN THE PROJECT AND COMPARE THAT WITH THE NUMBER ESTIMATED IN APPLICATION?**