

2016 HERITAGE COMMUNITY INVESTMENT PROGRAM

OPERATIONAL GRANT

FINAL REPORT

Operational Funding is meant to provide predictable and stable funding each year. We assume that you will be applying on an ongoing basis. As such, your application for a subsequent year, reflecting the financials from the previously funded year, will serve as your final report.

If you will be applying for consecutive years, you do not need to submit a final report.

However, if there is a gap of one year or more between Operational funding received and your next application, a Final Report will be required. If this is the case, successful applicants must submit a final report within 90 days following the calendar year end, which is March 31st.

The Final Report is made up of a **narrative portion** and a **financial portion**.

A. Narrative Portion: Please limit the Final Report narrative to no more than 3 type-written pages and include:

1. Applicant Organization, Primary Contact, Address, Telephone and Email.
2. What was the intended outcome of your application (i.e. increase hours open, better financial reporting, increase in skills through training, better administration)? Indicate how this was accomplished noting any changes from the original proposal.
3. Describe any new collaborations or relationships that were initiated as part of the increased stability that this grant provided to your organization, if any.
4. List and describe the impact or benefits of the funding for your organization, your audience, and to the broader Edmonton community. You may wish to include such items as: the increase in attendance to your organization, the increase in organizational capacity, the creation and presentation of new knowledge about Edmonton's history, the number of new people engaged in your organization and the types of things they did.

5. List and describe the impact or benefit of the completed funding to the staff in your organization. This might include such items as the increase in capacity to conduct core functions better, advancement of their career or becoming an increased resource for the heritage community.
6. Attach any materials that indicate recognition of financial support through the use of appropriate logos and language acknowledging the Edmonton Heritage Council and the City of Edmonton.

B. Financial Portion: Provide a 1 to 2 page financial report, following the Application Budget format submitted with your application, showing actual revenue and expenses incurred for this application, as well as a column reflecting any variances. Provide budget notes indicating any variance from the original application budget.

PROGRAM CONTACTS

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