

2016 HERITAGE COMMUNITY INVESTMENT PROGRAM

PROJECT GRANT

FINAL REPORT

For this second run of 2016 Project Grants, successful applicants must submit a final report within three (3) months of completion of their project or by June 30th, 2017, whichever is sooner.

Please include the following in your narrative (3 typed pages maximum):

1. At the top of the page, please indicate: Applicant Organization, Project Title, Primary Contact, Address, Telephone and Email.
2. What was the intended outcome of your project (i.e. present innovative programming, create new public programming, tell Edmonton's untold stories, engage with diverse audiences)? Indicate how this was accomplished noting any changes from the original proposal.
3. Describe the collaborative process with application partners or project stakeholders, if any. Describe some of the successes and challenges you encountered during this collaboration.
4. List and describe the impact or benefits of the completed project for your organization, your audience and, if applicable, to the broader Edmonton community. You may wish to include such items as: an increase in attendance; an increase in organizational capacity; the creation and presentation of new knowledge about Edmonton's history; the number of new people engaged in the application activities and the types of activities they undertook; the amount of community awareness generated; or the number of people or types of audiences who participated in the project, attended an event, or visited an installation.
5. Provide a short financial report following the Application Budget format, showing actual revenue and expenses incurred for this application (1-2 pages max.). This report should include the Heritage Community Investment Program Project Grant amount. Provide notes indicating any variance from the original application budget. A template can be found on the Edmonton Heritage Council website.
6. Attach any promotional 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.
7. If applicable, describe how your completed project demonstrated the inclusion of diverse communities in its planning, development, implementation, and management.

PROGRAM CONTACTS

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