

HERITAGE COMMUNITY INVESTMENT PROGRAM

FINAL REPORT

INFORMATION

All recipients must submit a final report to share the outcomes of the grant funds. The final report includes two sections: a narrative summary and a financial update, as well as required attachments.

The **narrative summary** should be a maximum of three pages, and include:

- The applicant name and name of person who is the primary contact (if applicant is an organization)
- The applicant address, telephone number, and email address
- The intended outcome of the grant, the final outcome, and rationale for any changes
- A list of partners, collaborators, and/or relationships that were built
- A description of the community impact and benefits of the work in relation to your audience, and/or the broader community

The **financial update** should be a maximum of two pages, and include:

- An updated budget form with actual revenue and expenses incurred
- Explanations of any variances from the original budget
- For PROJECT ACCELERATOR & TRAVEL GRANTS, original receipts for expenses incurred must also be provided

Additional attachments, maximum five pages, including:

- Promotional materials that recognize the Edmonton Heritage Council's financial contribution, including brochures, posters, and photos
- A copy of the thank you letter sent to the applicant's City Councillor, acknowledging the Edmonton Heritage Council's financial support

Grant recipients are asked to include high-resolution photos of project work, programming and events, final product, and/or project team. Please note that images may be included in EHC communications online and in print. If you do not wish to have your images shared publicly, but would like EHC to maintain a visual record of the project, please indicate this in your report.

Note: Final reports are not required for Operational Grants if the applicant is applying for funding for the following calendar year.

Final reports may also be submitted to:

Edmonton Heritage Council
2nd Floor, Prince of Wales Armouries Heritage Centre
10440 108 Avenue NW,
Edmonton, AB T5H 3Z9

Final reports may also be submitted electronically to grants@edmontonheritage.ca.

**FOR MORE INFORMATION,
PLEASE CONTACT:**

GRANTS@EDMONTONHERITAGE.CA

EDMONTON HERITAGE COUNCIL
2ND FLOOR, PRINCE OF WALES ARMOURIES
HERITAGE CENTRE
10440 108 AVENUE NW
EDMONTON, AB T5H 3Z9

WWW.EDMONTONHERITAGE.CA/GRANTS

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