

All grant recipients are required to submit a Final Report to share the outcomes of Heritage Community Investment Program (HCIP) grant funds. The Final Report must include this completed checklist, a narrative summary, a financial update, and all required attachments.

NOTE: Final Reports are not required for Operational grants if the applicant is applying for funding for the following calendar year. The new application will serve as a Final Report.

Name of Applicant: _____

Primary Contact: _____

Title: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Grant Stream:

- Operational
 Project Accelerator
 Project
 Travel
 Other: _____

Amount Awarded: _____

Project Name (if applicable): _____

The **narrative summary** (max. three pages) should include:

- A brief description of the work, including intended outcomes
- A description of the final outcomes, assessment of challenges and learnings, and rationale for any changes from the initial proposal
- A description of partners, collaborators, and/or relationships built
- A description of the estimated reach of the project (ex. webpage views, social media reach, number of final product distributed, participant or audience numbers at events)
- A description of the broader community impact and benefit to Edmonton's heritage sector or enhanced community understanding of Edmonton's heritage
- If applicable, a description of any future plans related to the project

The **financial update** should include:

- A completed "Final Report – Financial Template" form (available at edmontonheritage.ca/grants) with actual revenue and expenses incurred and explanations for any variances from the original budget
- Copies of receipts for expenses incurred. Quotes or invoices will not be accepted.

Required attachments should include:

- Promotional materials that recognize the Edmonton Heritage Council (EHC) and the City of Edmonton for their financial contribution (ex. brochures, posters, event invitations, media releases)
- A copy of the thank you letter sent to the applicant's City Councillor, acknowledging EHC's financial support of your work
- High-resolution digital photos of project work, final product, or project team (300dpi preferred)

If applicable, the EHC would appreciate receiving a copy of your final product (ex. links to videos or new web content, copies of manuscripts or other documents, examples of oral histories gathered, etc.)

Please note that images included with this report may be used in EHC online communications or in digital and print publications. If you do not wish for your images to be shared publicly, please indicate this preference below:

- Do not use my photos in EHC communications

Final Reports can be submitted in-person to the EHC office or electronically by emailing grants@edmontonheritage.ca.

For more information, please contact:

EHC Grants Coordinator
P: 780-429-0166 ext 288
E: grants@edmontonheritage.ca
www.edmontonheritage.ca/grants

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