



How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:
 - Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: _____
 Mailing Address: _____
 Contact Person: _____ Email: _____
 Telephone: _____ Website: _____

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: _____

Is the project or program completed?

- Yes If yes, what is the completion date?: _____
- No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

Did the project or program align with the Strategic Plan Objectives selected in the application? Please explain. (500 characters)

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

Report the success of the project or program's key objectives and the measures of success identified in application.

Objective	Measure of Success	Success – Y / N

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? _____
 What positive impacts were felt by your target audience? _____
 How many have benefitted from the project or program? _____
 What percentage of Greater Victoria Residents benefitted from this project or program? _____
 How many volunteers have worked on this project or program? _____ What total hours did they work? _____



SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

Please prepare a detailed breakdown of the final expenses and funding sources for this project or program below.

EXPENSES	\$ Amount	Details (if applicable)
Project or Program Costs		
A. Total Project or Program Expenses		
Administration		
B. Total Administrative Expenses		
Total Expenses (A+B)		

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding				
Corporate Sponsorships				
B. Total Corporate Sponsorships				



Matching Funds				
C. Total Matching Funds				
In-Kind Contributions				
D. Total In-Kind Contributions				
Waived Fees and Charges				
E. Total Waived Fees and Charges				
Total Funding Sources (A+B+C+D+E)				

SECTION 6. PUBLIC ACKNOWLEDGEMENT

Have you acknowledged publicly the receipt of the Strategic Plan Grant awarded by the City of Victoria?

Yes – What method was used?

- Website
- Newspaper Advertisement
- Social Media
- Newsletter
- Sponsor Plaque
- Annual Report
- Other _____

No – How will the City of Victoria be publicly acknowledged and when?

Date: _____

- Website
- Newspaper Advertisement
- Social Media
- Newsletter
- Sponsor Plaque
- Annual Report
- Other _____

Please provide Documentation acknowledging the City of Victoria’s funding support.

SECTION 7. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.

 Signature

 Position

 Name

 Date