



City of Victoria

Festival Investment Grant

Final Report

Please ensure your final report includes the following information:

- Event description
- Event objectives
- Program
- Marketing
- Partnership
- Sponsorship
- Community Support
- Audience including:
 - Attendance
 - participation
 - demographics
 - accessibility by public
- Volunteer component
- Impact City of Victoria – economic, etc.
- Event financial statement – actual revenues and expenditures
- Promotional material that publicly recognizes the City’s role as a financial sponsor
- Preliminary plans for next year including recommended changes

Please email the final report to culture@victoria.ca. If you have supporting documents that cannot be emailed, please mail or drop them off to:

Jeff Day
Arts, Culture & Events
City of Victoria
Office Address: 720 Douglas St, Victoria Conference Center
Phone: 250.361.0357

Upon receipt of this final report, the remaining 20% of the grant will be forwarded to the organization (** note ** 80% of your approved grant will be forwarded to your organization after **July 1**, with the remaining 20% to follow after your event and the receipt of your final report).

In the event that the project is not completed, the City of Victoria reserves the right to request the return of the Grant.