



GRANT PROJECT REPORT FORM

Mail to Box 1711 Vanderhoof V0J 3A0

Name of your Organization:

Registered Society/Charity number:

Project Name:

Date:

Name of your Organization's Project Coordinator: _____

Phone, email _____

If we require further information, we will contact this person. Please note that the information you provide may be used in Vanderhoof Community Foundation promotional material.

PROJECT DESCRIPTION:

1. Which of the following categories would you consider your project:

- arts & culture
- education
- health & social development
- sports & recreation
- environment

2. Project Date (start - finish): _____

3. Please provide a brief description of your project goals and activities:

4. Describe the project's target/participants/beneficiaries? _____



5. How many people participated in your project? _____

6. How many volunteers were involved with your project? _____

7. Where did the project take place? _____

8. What need did the project fill? _____

9. What do you consider the most significant success of this program?

COMMUNITY FOCUS:

10. Describe the value/significance and impact of activities to the local community. What are the benefits/outcomes of these project activities.

11. Describe how the project demonstrated inclusivity values by being widely accessible for all? _____

12. Describe how the project collaborated/partnered with other organization(s) within the community? _____

13. Describe how the project emphasized and utilized skills and resources that exist in the community including using, enhancing, mobilizing, building or expanding the skills capacities and assets of local people?





RESULTS / LEARNINGS:

14. How did you evaluate the success of the project? What did you measure and what did you learn from these results?

15. If you had an opportunity to do this project again in the future, what would your organization do differently?

RECOGNITION

16. How did you publicly acknowledge Vanderhoof Community Foundation as the source of funds for the project? Please explain and attach photographs with description and associated release forms (for people in the photos).

- Posters Word of Mouth Newspaper Banners Speeches
 Newsletter Community Radio Station Promotional Items (ie. t-shirts)
 Bulletin Board Other:

**17. Please provide photographs of project activities and recognition plus provide the associated photo release forms (so that we can use these photos in media).
Photo name/image descriptions:**

Photo 1 _____

Photo 2 _____

Photo 3 _____

Photo 4 _____



BUDGET REPORT:

Description of Expenditures	Dollar Amount:	Receipts Provided
	\$	<input type="checkbox"/>
Total Expenditures:	\$	

Our project grant = \$ _____ attached receipts = \$ _____

SIGNATURES:

I hereby agree that the conditions outlined in the Vanderhoof Community Foundation Grant Program Agreement have been met and that this report is a correct and a true statement. Satisfactory completion of this report will allow for final release of funds.

Your organization's signing Authority:

Name _____ official role _____

Signature: _____ Date: _____

Vanderhoof Community Foundation's signing Authority:

Name _____ official role _____

Signature: _____ Date: _____

If you require any assistance while completing this form, email legacy@vhcf.org

PLEASE SUBMIT THIS FORM TO YOUR VANDERHOOF COMMUNITY FOUNDATION CONTACT PERSON