



# HRM Community Grants Program Reporting Form

**Reporting Deadline: Wednesday, March 31<sup>st</sup>**



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

1. Name of Organization:	2. Contact Person:  Telephone: Fax:
3. Value of Award:	4. Purpose of Grant:

## Grant reporting should include the following information.

- Proof that the grant was spent in accordance with the terms and conditions set out in your letter of notification: this is the letter sent to you with the cheque in the amount of the award.
- Proof of payment: copies of invoices paid, or copies of cancelled cheques, or financial statements as applicable.
- The project budget section of this form is completed (see page 3).
- If you cannot complete the project and want to carry forward the grant to next year, or the balance remaining, please send a letter to the Grants Program for approval. We will send a written reply.
- A progress report on the project. Is the project complete? Check your letter of notification to make sure that you report on the specific aspect of the project funded by HRM.

For example, if HRM's award was towards audience development we ask you to report on attendance at the performance, exhibition, workshop, or instructional program etc. How many people attended and who attended? For example, did your audience development project reach people who had never attended this type of program, a particular age group, or a specific community of interest?

Likewise, if HRM's award was towards a property repair or equipment purchase we ask you to report confirming the work has been done, or the equipment bought, at a cost that conforms to the quotes or estimates provided in your grant application.

- If there is a balance remaining from the grant a refund should be sent payable to Halifax Regional Municipality and mailed c/o of the HRM Grants Program.

**Please Note:** Organizations who do not report on a grant they receive from the HRM Community Grants Program will be ineligible for further funding until the conditions of funding are complete.

*If you need help, please call 490-5469 or 490-7310.*

## Project Description and Progress Report

Please confirm that the project was completed as described in your grant application, or if there were major changes in the scope or timing of the project. Briefly describe the main “outcomes” of the project (what did you accomplish and who will benefit?).

### Reporting Examples:

**1. Project Grant:** 2,000 people attended the exhibition of which 800 were under age 18 and residents of HRM. A random survey of 1,000 visitors to the exhibition showed that most (80%) had never visited the art gallery before and 75% judged their experience to be “very good”. Copy of survey enclosed.

**2. Equipment Purchase:** Purchase of \$4,000 of camping equipment (receipts enclosed) and staged 2 summer camps; 97 children under the age of 12 attended the first camp and 25 youth aged 15-18 attended the second camp. All participants were referred to the program by local social agencies.

**3. Building Capital Grant:** Installed wheelchair ramp at main entrance and made repairs to existing handrail. Receipts enclosed with before and after photographs.

Project Description Continued.

**Project Report (Actual Income and Expenditures)**

Actual Funding		Actual Costs	
Type of Project Income	\$ Amount	Type of Project Expense	\$ Amount
HRM Grant Received	\$		\$
Other HRM Assistance	\$		\$
Provincial Assistance	\$		\$
Federal Assistance	\$		\$
\$ Share of Project Budget from your Organization	\$		\$
Project Income (fees, rental, admission, etc.)	\$		\$
Other	\$		\$
Other	\$		\$
Other	\$		\$
<b>Total Actual Income</b>	<b>\$</b>	<b>Total Project Costs</b>	<b>\$</b>
<b>Note if there was a project surplus or deficit here: \$</b>			

Halifax Regional Municipality encourages non-profit groups to send us photographs of projects (either in progress or completed) that can be used in HRM printed material (guidebook, annual report) or on the Grants Program web site. To authorize HRM's use of photographs submitted by grant recipients we require your signature on this form.

### Permission Form

I hereby grant permission for Halifax Regional Municipality to use the enclosed photograph(s) or materials on the HRM web site or in any publication associated with the expenditure of a municipal grant, municipal tax grant, cash donation or in-kind assistance.

The photograph(s) is my/our property. I/we own the copyright in them and/or have the right to permit Halifax Regional Municipality to use them for the purpose noted. No other person has copyright in the photograph(s) or materials whose permission is needed to reproduce them as authorized.

I agree to indemnify and save harmless the Halifax Regional Municipality against any liability incurred as a result of the Municipality's use of the photograph(s) on the HRM web site or in publications in breach of the copyright of a person undisclosed by me to the Municipality.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name of photographer (so that HRM can provide credit):

Date of the photograph (if known):

Description (what is shown, location, name of property or group etc):

Please *do not* write on the photograph (front or back).

**Thank you for your assistance.**