Municipal Community Grants Program, Reporting Form 2026–2027

Reporting Deadline: March 31st, 2027

1. **Name of Organization:**	2. **Contact Person:** **Telephone** **E-mail:**
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 the municipality.

  For example, if the municipality's award was towards audience development we ask you to report on attendance at the performance, exhibition, 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 the municipality'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 Municipal Community Grants Program. PO Box 1749, Halifax, NS, B3J 3A5

Please Note: Organizations who do not report on a grant received from the Municipal Community Grants Program will be ineligible for further funding until the conditions of funding are complete. Eligibility to other municipal programs may be revoked or be conditional.

If you need help, please call 902.497.0479 or 1.833.991.0115

Project Description and Progress Report

Please confirm 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 municipal residents. 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 service agencies.

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

Persons providing false, incomplete or misleading information may, at the municipality's discretion, be required to reimburse a financial award, in-kind contribution, or real property taxes and may be deemed ineligible for future grants and contributions.

For clarification or general inquiries, please contact Municipal Grants and Contributions.

Project Description Continued

Project Report (Actual Income and Expenditures)			
Actual Funding		**Actual Costs**	
Type of Project Income	**$Amount**	**Type of Project Expense**	**$Amount**
Municipal Grant Received	$		$
Other Municipal Assistance	$		$
Provincial Assistance	$		$
Federal Assistance	$		$
$ Share of Project Budget from your Organization	$		$
Project Income (fees, rental, admission, etc.)	$		$
Other	$		$
Other	$		$
Other	$		$
Total Actual Income	$	**Total Project Costs**	$
Note if there was a project surplus or deficit here: $			

Name: Board Member ◯ Staff ◯ Date