

2022/23 PROJECT FINAL REPORT FORM

This final report form is required to be submitted to cbt_cip@revelstoke.ca by May 31, 2023 as part of your Final Report Package. You must also include copies of all cheques/bank statements and other financial documents that demonstrate where the funds were spent, as listed below in the Project Expenses section. **Your Final Report Package must be submitted in a single comprehensive document (must be submitted as a single pdf document).** Multiple attachments will not be accepted. **Failure to submit a complete and accurate Final Report Package will result in ineligibility to apply for future funding. Only one Final Report Package submission will be accepted. No reminders will be sent out and late submissions can not be accepted.**

APPLICANT INFORMATION

Project Title:		Project No.	
Submitted by:			

A. FINANCIAL REPORT as at completion of the project:

Cash Contributions This section intends to provide a complete overview of all funding sources accessed in the execution of the project deliverables. You are required to accurately list all funding sources accessed and amounts received.	Amount Received	Amount Requested	Amount in excess of requested amount
CBT Community Initiatives			
Total			

Project Expenses

This section applies to a complete financial account of all expenses directly associated with funding awarded to your organization through the CIP AAP Program only. Project expenses should align directly with projected expenses identified in your application package submitted for this years' funding stream. Expenses not identified in the corresponding application package are ineligible. You must include a Cover Summary Sheet that details each expense item and attach supporting documentation to this Final Report Form that proves expenditures occurred in accordance with funding approvals. The Cover Summary Sheet must reference which supporting document page number(s) correspond with each expense for easy referenced. Acceptable documentation includes invoices, proof of payment, receipts, bank statements, cancelled cheques, photos of project outcomes, attendance numbers, etc. as applicable.

Project Expenses: Should include summary sheet of expenses & corresponding pages with proof of payment.	Actual Expenditure	Budgeted Amount	Corresponding Page #
Total			

In Kind Contributions This section is intended to provide an overview of non-monetary donations, such as the value of a good or service	Actual	Projected
Total		

B. PROJECT ACTIVITY REPORT

Describe the projects achievements to date as they relate to the intended outcomes of the project as stated in the original application. This Activity Report must be comprised of a Project Summary that clearly details the purpose of the project, the project’s status and progress towards expected outcomes as intended in the original application – this should include confirmation on how you are measuring the project status and outcomes (e.g., increased attendance/recipients over the previous year detailing current and previous year numbers).

C. SUPPORTING DOCUMENTS

List supporting documents included in the final report (such as cancelled cheques, bank statements, invoices, photos of completed (in progress) project, etc.).

Supporting Documents

DECLARATION

1. I represent the Registered Applicant/Organization and I am authorized to submit this Final Report.
2. The information I have provided in this Final Report is true, accurate and complete in every respect.
3. Any questions regarding funding awards and related reporting may be directed to: City of Revelstoke Corporate Services at cbt_cip@revelstoke.ca.

I have read and agree to the declaration above. *

I Agree

Date

Applicant Name

Applicant Title

Project Lead

Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

Final Report Package Submitter

Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>