

Community Grants Program 2024/25 reporting form

Reporting deadline: March 31, 2025

1. Name of organization:	2. Contact name: Phone Email:
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**, the letter that accompanied the awarded grant cheque.

Proof that the grant was spent in accordance with the terms and conditions set out in your letter of **proof of payment**, including: copies of invoices paid, or copies of cancelled cheques or financial statements.

The project budget section (page 3) of this form is completed

If you cannot complete the project and want to carry forward the grant to next year or the balance remaining, send a letter to the Grants Program for approval and await a written response.

Provide a progress report on the project and reference your **letter of notification** to ensure the report includes all project specifics. **Example:** Is the project complete? 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? 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? Or if the municipality's award was towards a property repair or equipment purchase, the report must confirm the work that has been done and/or the equipment bought, at a cost that aligns with the quotes/estimates sourced in the 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 Community Grants Program, HRM Finance – Grants and Contributions, PO Box 1749, Halifax, NS, B3J 3A5

Note: Organizations who do not report on a grant received from the 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 require assistance or have reporting questions, please call **902.497.0479**.

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, i.e. what did you accomplish and who will benefit.

Reporting examples:

1. **Project Grant:** 2,000 people attended the exhibition, with 800 attendees being under 18 and municipal residents. A random survey of 1,000 visitors to the exhibition showed that most (80 per cent) had never visited the art gallery before and 75 per cent 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 two 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 photos of the main entrance.

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 the Grants and Contributions team.

Project description continued

Project report (actual income and expenditures)			
Actual funding		Actual costs	
Type of project income	Amount (\$)	Type of Project Expense	Amount (\$)
Community grant received	\$		\$
Other municipal assistance	\$		\$
Provincial assistance	\$		\$
Federal assistance	\$		\$
Share of project budget from your organization (\$)	\$		\$
Project Income (e.g., 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