

Final Project Report

Project Name			
Name of group leading the project			
Name of charity partner			
Project neighbourhood or community			
Contact info for key project leader(s)	Name	Phone	Email
Neighbour Grant Amount			
Project dates			
Date report submitted			
# of people who organized the project:			# of people who attended project event(s):
How involved were you in community life before organizing this project: Check one: Not at all ___ A little ___ A lot ___			

How did you spend the Neighbour Grant?

Item	Cost
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL Neighbour Grant	\$

This list should look very similar to what Neighbour Grants agreed to cover. If it doesn't, please contact us before submitting the report. You were required as part of the grant to consult with us prior to making any significant changes to the budget.

Final Project Financial Statement

		Contribution	Anything different than you expected?
Sources of Income	Neighbour Grants	\$	
		\$	
		\$	
		\$	
		\$	
	Total Income	\$	
	Total Cost of the Project	\$	
	What non-monetary help did volunteers contribute?		

Please note: **Total Revenues** and **Total Cost of the Project** should be equal. If not, please explain the difference.

Please fill out this check list:

By rating each benefits on a scale of N/A 0 1 2 3
 Not applicable None Minimal Satisfactory Strong

Community Benefit that came from this project	Rating	Comment/Example
People got involved who don't usually get involved in community activities		
People met people they didn't know		
Participants reflected the age, cultural, & other diversities of our neighbourhood/community		
People feel a greater sense of belonging in the neighbourhood/community		
People played leadership roles that were new to them (such as public speaking, project planning & volunteer management)		
People feel they can make a positive difference in the community		
People used resources already in our community (such as skills, ideas, money)		
People brought new resources into our community		
People have been introduced to ways to stay involved in the neighbourhood/community		
People in our neighbourhood/community are planning new things or next steps		
Other benefit(s) (Please describe)		

In no more than 2 additional pages, please tell us:

- (1) **What** the project **did** (key activities and events).
- (2) The **most effective ways you promoted** the project so that people had the chance get involved.
- (3) What you **learned** about running neighbourhood/community projects.
- (4) Your **favourite story** from the project.
- (5) **Anything else** you want us to know.
- (6) Any suggestions for how we can **improve Neighbour Grants**.

Please send completed form to: Neighbour Grants Program, Calgary Foundation

By email ngp@calgaryfoundation.org or ground mail to 1180 105 12 Ave SE, Calgary AB T2G 1A1

Please include photos, media articles, promotional material, and other things that tell your project story.

By submitting this form you agree that the Calgary Foundation can use information in this report to describe projects they have supported.