# 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?

*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.*

|  |  |
| --- | --- |
| Item | Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| TOTAL Neighbour Grant | $ |

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](mailto: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.*