



## 2020 GRANT FINAL REPORT

Osprey looks forward to receiving your final report. Your experiences will help us improve our granting process and demonstrate to current and future donors the importance of community grants. Please take a moment to consider whether you have stories or photos of the project to share.

### GUIDELINES

**The Final Report is due by June 1st, 2021.** You may not apply for further grants until this project is completed and the final report is received.

**If you decide to apply for a 2021 grant, this report must be submitted by the April 2021 deadline for new applications.**

This report is not intended to be an onerous task. Basically, we'd like to know:

- How the actual outcomes attained compare to the objective(s) set out in the grant application, and
- How the outcomes impacted your organization and the community.

**Please note:** If this grant was received by a Qualified Donee - such as a registered charity or a municipality – on behalf of another organization that is actually carrying out the project, then it is the responsibility of the Qualified Donee to ensure that the information in this report is accurate and complete.

Please **mail or email your final report to the address below**, along with any of the following:

1. Copies of press releases, press coverage, or promotional materials describing the project.
2. Photocopies of receipts for any materials, supplies, and equipment purchased using Osprey grant funds.
3. Good photos of the project (email as **jpgs or tiffs**). Osprey may use these photos for information sharing, illustration or promotion of the Community Grants Program. **Please clearly label the photos and ensure you have permission of the subjects for such use.**
4. 'Stories' that illustrate how someone has benefited as a result of your organization receiving this grant. How did it make a difference? If you give us the gist of the story, we can get back to you for further details or information, if necessary.

If you need assistance of any kind, please contact Tina Choi, Executive Director at 250-352-3643, or email [ED@ospreycommunityfoundation.ca](mailto:ED@ospreycommunityfoundation.ca).

## SECTION A – PROJECT RESULTS

1. What specific project objectives stated in the original application did you achieve?
2. Were there any delays in implementing your plan? Any surprises? Any challenges that had to be overcome?
3. If you had the opportunity to do the project again, would you do it differently? How?
4. Was there something new learned from this project?
5. How has your organization benefited from the community grant?
6. Were you able to leverage additional funding as a result of this grant?
7. Has the project benefited the community as a whole or a sector of the community? How do you know this?

**SECTION B – PROJECT EXPENSE INFORMATION**

To complete this section, please refer to your project application budget.

Indicate how the Osprey grant was used and what proportion of the project this represented.

Expense Type	Projected Cost for Project	Actual Cost for Project	Amount from Osprey	Other Contributions Identify amount and source
E.g., Salary/Benefits (wages and salaries must be project specific), Professional fees, etc.				
Material, supplies, equipment				
Other				
<b>Expense Totals</b>				

Please note that we do **not** require copies of receipts; however, you may be asked for proof of purchase for materials, supplies, equipment, etc. based on the Canada Revenue Agency Books and Records Retention Policy.

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I certify that this report has been approved by my Organization. (Digital signatures will be accepted.)

Signature:

Name:

Date

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*Thank you for submitting this report.*