

2021 Community Grant Reporting Form

*****Reminder: In order to avoid a loss of time and information, please download and save this application to your computer prior to filling in. *****

Organization Name:	
Date:	
Reporting Period:	
Name of Person Completing Report:	
Title:	Email:
Phone:	
Website:	
Signing Officer Name:	
Email:	
Phone:	
Signing Officer Signature:	
1. Select which goal your organization helped achieve: (same as on application) [Select from drop down]	
2. Given the COVID-19 pandemic, were you able to continue with the activities as described in your grant application?	
Yes	No
3. How did your organization adapt or change your activities as a result of the pandemic? (use 500 characters or less)	

4. Please tell us what the grant was used for. (use 800 characters or less)

5. Overall, how successful were you in carrying out the work described in questions 3 and 4? (use 1000 characters or less)

6. Tell us about an indicator/measure that best demonstrates the impact of your work. (use 400 characters or less)

7. How many Guelph residents were impacted by the activities supported by the grant? (use 100 characters or less)

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8. Please share a brief story of the impact your work had on Guelph residents. Please ensure that the story is suitable for the City of Guelph to share. (use 1000 characters or less)

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9. How much funding was leveraged as a result of this grant? \$_____

10. How many volunteers supported your activities? _____

11. How many volunteer hours did they contribute? _____

12. Did your organization undertake activities to recognize the City's grant contribution (i.e. through promotional materials, use of City logo, verbal acknowledgement at events)

Yes

No

13. Financial Summary

This section is asking you to report information about your specific grant request.

Revenue	Planned Budget – Revenue (refer to original grant application) \$	Actual Revenue (projected to year-end if fiscal year not yet complete) \$
City of Guelph Community Grant		
Other City of Guelph		
Other City of Guelph Description		
Province of Ontario		
Government of Canada		
Other Grants		
Other Grants Description		
Fund raising / donations		
Program revenues		
Other Revenue		
Other Revenue description		
Total Revenue		
Expenses	Planned Budget - Expenses (refer to original grant application) \$	Actual Expenses (projected to year-end if fiscal year not yet complete) \$
Salaries / wages / benefits		
Artistic fees		
Office / administration		
Rental / lease expenses		
Program expenses		
Other Expenses		
Other Expenses Description		
Total Expenses		
Surplus (Deficit)		