



Diversity in the Arts Funding Program

Report form for project funding

Name of applicant :

Contact person (for organizations only) :

Official mailing address

Changed since last correspondence?

Street:

City: Postal code:

E-mail: Telephone:

Project details

Project title

Changed since application was made

Original title:

Current title:

Type of report (select one only)

Final report

Interim report

If this is an interim report, please note that a final report is still required once your project is complete.

What is your expected date of completion?

Project summary (50 words maximum)

Date project started <input type="text"/>	Date project completed <input type="text"/>
----------------------------------------------	------------------------------------------------

Year funding received <input type="text"/>	Funding amount received (\$) <input type="text"/>
-----------------------------------------------	------------------------------------------------------

The Cultural Funding Support Unit (CFSU) may have the opportunity to highlight projects funded by the Diversity in the Arts Fund either in city publications or for special initiatives led by the CFSU's Equity and Inclusion Committee. Please indicate if you would like to be contacted. Yes No

Signature(s) of individual applicant or two authorized officers (for an organization):

Individual

I certify that, to the best of my knowledge, the information provided in this report is true, accurate and complete.

Organization

At least one of the signing officers must be a member of the Board of Directors, Collective, Steering Committee or Indigenous Governing Body.

On behalf of and with the authority to legally bind the organization, I certify that the information provided in this report and supporting documents is true, correct and complete. I certify that the organization's governing body has authorized this report.

Print name / title

Date

Signature

Print name / title

Date

Signature

Municipal Freedom of Information and Protection of Privacy Act

Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy. The City of Ottawa will use this information in the determination of eligibility and in establishing funding allocation recommendations.

Questions regarding the collection of this information may be addressed to: Portfolio Manager, Cultural Funding, at infoculture@ottawa.ca.

Instructions - How to submit your report

Provide the following information in a separate document.

Final reports:

For submission of reports for projects that have been completed as described in the original funding application.

1. **The report form cover page**, completed and signed.
2. **Please provide:**
 - a) A short summary of the project you completed including any challenges and achievements.
 - b) If applicable, describe any changes to the project from what was proposed in your original application submission.
 - c) List the names of the artists, performers, elders/cultural keepers, or other key persons involved in the project.
 - d) Explain how you publicized the project, and how the City's contribution was acknowledged in the publicity materials.
 - e) Project statistics; please indicate
 - Total attendance/participation and total number of artists presented.
 - Total number of volunteers and total hours they contributed to the project.
3. The final **project budget**; a budget template is provided in the following pages.
4. To demonstrate that the project was completed, please provide one **supporting piece of digital documentation**, such as:
 - program brochures or promotional material for performances / exhibitions
 - invitations to screenings, exhibitions or launches
 - images of completed work
 - critical reviews, photocopies of book, DVD or CD covers

Interim reports:

For reports on projects that are not yet complete or have been delayed.

1. The report form cover page, completed and signed.
2. A description of the current status of the project, including all work completed to date. Provide timelines and an estimated completion date.
3. A description and explanation of any changes to the project from that proposed in the original application.
4. An interim budget for the project. Please show any changes in the projected expenses since the application was first submitted.

Please note that a **final report** must be submitted on completion of the project for which you received funding.

Project budget

The City of Ottawa does not fund 100% of the total cost of the project.

Earned revenues	Request budget (projected)	Final budget (actuals)
Ticket sales / entry fees		
Workshops / course registrations		
Sales / concessions / commissions		
Membership fees (portion allocated to project)		
Other (please specify) :		

Private revenues	Request budget (projected)	Final budget (actuals)
Individual donations		
Foundations		
Corporate cash sponsorship		
Fundraising activities		
Other (please specify) :		

Public sector revenue - Do not show full amount of grants received by the organization, only show portion of grant directed towards the project

Municipal revenues	Request budget (projected)	Final budget (actuals)
City arts funding (your request rounded to the nearest \$100)		
Community funding		
Other (please specify) :		

Provincial revenues	Request budget (projected)	Final budget (actuals)
Ontario Arts Council		
Other (please specify) :		

Federal revenues	Request budget (projected)	Final budget (actuals)
Canada Council		
Other (please specify) :		

Other revenues (specify)	Request budget (projected)	Final budget (actuals)
Total revenue		

Project budget

Artistic expenditures	Request budget (projected)	Final budget (actuals)
Artist fees/Honorarium		
Artistic consultants		
Performers		
Other (please specify) :		

Production/Technical expenditures	Request budget (projected)	Final budget (actuals)
Technical fees		
Production costs		
Shipping / transportation		
Venue rental		
Equipment rentals		
Security		
Other (please specify) :		

Marketing expenditures	Request budget (projected)	Final budget (actuals)
Promotion and advertising		
Printing		
Other (please specify) :		

Administrative expenditures	Request budget (projected)	Final budget (actuals)
Insurance		
Other (please specify) :		

Fundraising expenditures	Request budget (projected)	Final budget (actuals)
Fundraising activities		
Other (please specify) :		

Other expenditures (specify)	Request budget (projected)	Final budget (actuals)
Total expenditures		

Total revenues		
Total expenses		
Surplus / Deficit		

You must ensure that your project revenues equal project expenses.

As stated in the program’s Terms and Conditions: “Any portion of the funding that is unused and was designated for activities that were not performed shall be repaid to the City of Ottawa.” (5. Unused Funds)

Project budget

In-kind donations (if applicable; please specify)	Request budget (projected)	Final budget (actuals)
Total in-kind donations		

Please note: As per CRA regulations, all amounts shown as in-kind revenue must be proven with receipts.

If necessary, provide more detailed information or breakdown of specific line items in a separate document.

All material should be included and emailed directly to marie-christine.feraud@ottawa.ca

Late or incomplete reports may result in ineligibility for subsequent City of Ottawa funding.

Contact information

If you require assistance in order to complete the Report, please contact:

Marie-Christine Feraud
Cultural Funding Officer
613-818-1491
marie.christine.feraud@ottawa.ca

General inquiries

For general information or to request an application form, contact:

Infoculture
infoculture@ottawa.ca