



# Youth in Culture Pilot Program Report Form

**Discipline** - Select a discipline

- Literary Arts     Performing Arts (Dance/Theatre/Music)     Visual & Media Arts     Heritage  
 Cultural Festivals     Agricultural Fairs     Arts Administration / Cultural Worker     Other

## Contact Information

Name

Street Address of Residence including City and Postal Code (postal boxes not admissible)

Email

Telephone

## Project Information

Project Title

Date project started (day, month, year)

Date project completed (day, month, year)

Date grant received (year)

Grant amount received

I certify that, to the best of my knowledge, the information in this report is true, accurate and complete, and that all funds received were spent according to the terms and conditions of the funding.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (original signature required)

### 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 613-580-2424 extension 14038 or [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).

## Instructions – How to Submit your Report

Answer all questions on a separate word document.

### Final Activity Report:

1. The report form cover page, completed and signed.
2. A description of the project you have undertaken, including challenges and accomplishments.
3. A description of how you think your project was a success. Include how your initiative helped further the development of your career in the arts, cultural and heritage sectors in Ottawa.
4. Provide your electronic support material that support your project such as critical reviews, program brochures web promotional material, books, DVDs or CDs and invitations to screenings, exhibitions or launches. You may also provide up to 10 pages of any script or written artistic material.

All items you submit as part of the reporting package must be labelled with both your name and the name of the funding program. All material and report should be sent by email to [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).

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

### Contact Information

If you require assistance in order to complete the report, please contact your Cultural Funding Officer:

Mariella Montreuil-Gallegos  
Program Coordinator, Cultural Funding  
613-580-2424, ext. 23914  
[mariella.montreuil-gallegos@ottawa.ca](mailto:mariella.montreuil-gallegos@ottawa.ca)