



Heritage Funding Program

Report Form for Recipients of Project Funding

Organization/Individual Name: <input type="text"/>	
Contact Person: <input type="text"/>	
Type of Grant <i>(check one only)</i>	<input type="radio"/> Heritage Awareness / Education Project
	<input type="radio"/> Preservation/Conservation Project
	<input type="radio"/> Research and Documentation Project
Official Mailing Address	Street <input type="text"/>
	City <input type="text"/> Postal Code <input type="text"/>
<input type="checkbox"/> <i>Changed since last correspondence</i>	
E-mail <input type="text"/>	Telephone <input type="text"/>

PROJECT DETAILS

Project Title	Original Title: <input type="text"/>
	Current Title: <input type="text"/>
<input type="checkbox"/> <i>Changed since application was made</i>	
<input type="radio"/> Final Report <input type="radio"/> 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? <input type="text"/>
Brief description of project (50 words max) <input type="text"/>	
Date project started <input type="text"/>	Date project completed <input type="text"/>
Date grant received (Year) <input type="text"/>	Funding amount received (\$) <input type="text"/>

Signature(s) of Individual Applicant or Two Authorized Officers (for an organization):

Individual

I certify that, the information provided in this report is true, accurate and complete in every respect.

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 Support Section, at 613-580-2424 ext. 27412 or infoculture@ottawa.ca.

Instructions - How to Submit your Report

Only respond to the questions for the type of report you are submitting.

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 answer the following questions:
 - a. A summary of the project you completed, including challenges and achievements.
 - b. A description and explanation of any changes to the completed project from that proposed in the original application.
 - c. List the names of the organizers, writers, curators, elders 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.
3. Statistics:
 - a. Total attendance/participation
 - b. Total number of volunteers and total hours they contributed to the project.
4. The final **Project Budget**; a budget template is provided in the following pages.
5. To demonstrate that the project was completed, please provide **one supporting piece of digital documentation, such as:**
 - Program brochures or promotional material
 - Invitations to events, exhibitions or launches
 - Press reviews, advertisements
 - Critical reviews, photocopies of book, DVD or CD covers

Please do not send books, DVDs, CDs or USB keys.

Interim Reports: For submission of reports for 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.

Revenue	Request Budget (projected)	Final Budget (actuals)
Earned Revenue		
Admission (special events, activities, etc.)		
Fees (exhibition)		
Other (please specify)		
Public Sector Support		
Federal		
Provincial		
City of Ottawa (including this request)		
Private Sector Support and Fundraising		
Corporate Sponsorships		
Foundations		
Individual Donations		
Fundraising		
Other Revenues (please specify)		
Total Revenues		

Project Budget

Expenditures	Request Budget (projected)	Final Budget (actuals)
Professional fees		
Supplies and Materials		
Equipment and Transportation		
Promotion and Marketing		
Administration		
Fundraising		
Other (please specify)		
Total Expenditures		

Total Revenues		
Total Expenditures		
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 (please specify)	Request Budget (projected)	Final Budget (actuals)
Total In-Kind		

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 on a separate document.

One complete copy of the report must be emailed to infoculture@ottawa.ca

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

Contact Information

Program Inquiries

For specific information on your submission, or to discuss eligibility, contact:

Anik Després
Cultural Funding Officer
anik.despres@ottawa.ca

General Inquiries

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

Infoculture
infoculture@ottawa.ca