**GRANT-IN-AID REPORTING**

**FINAL REPORT FORM**

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| --- | --- |
| **APPLICANT INFORMATION** | |
| Organization Name: |  |
| Mailing Address: |  |
| Contact Name: |  |
| Phone Number: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| Total Funding Received: | **$** |

|  |  |
| --- | --- |
| **PROJECT INFORMATION** | |
| Date of event: |  |
| Location of event: |  |
| Name of the project, program or event: |  |
| Purpose of the project, program, or event: |  |
| Describe the successes of the project, program, or event and, the information that they are derived from: |  |
| Number of volunteers and staff: |  |
| Number of participants: |  |
| Number of participants from within the CRD: |  |
| Evaluation of community impact and, what that information is based on: |  |

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| --- | --- |
| **BUDGET INFORMATION** | |
| **EXPENSES** | **AMOUNT:** |
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| **TOTAL EXPENSES** | **$** |

|  |  |  |
| --- | --- | --- |
| **REVENUE** | CONFIRMED? | **AMOUNT:** |
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|  |  |  |
|  |  |  |
| **TOTAL REVENUE** | **$** | |
| **NET INCOME (LOSS)** | **$** | |
| (SURPLUS) | $ | |

**General Guidelines**

1. A final report must be submitted to the Victoria Family Court Youth Justice Committee (VFCYJC) upon completion of the project, program, or event for which funding has been received.

2. The *Grant-in-Aid Final Report* must be submitted using the template prescribed by the VFCYJC.

3. It is the sole responsibility of the applicant to ensure that all required documentation and information is received by the deadline.

4. Please include a copy of all print material acknowledging the financial support of the Victoria Family Court Youth Justice Committee (including but not limited to newspaper articles, ads, press releases, programs, etc.).

5. Final reports to be emailed at:

* Chair of the Granting Committee – [MarcieMcLean@shaw.ca](mailto:MarcieMcLean@shaw.ca)
* Chair of VFC & YJC - [MLittle@crd.bc.ca](mailto:mlittle@crd.bc.ca)

cc: VFCYJC Secretary – [VFCYJCadmin@crd.bc.ca](mailto:VFCYJCadmin@crd.bc.ca)