

Appendix A: Community Project Grant Final Report

The Township of South Frontenac requires a final report on all projects within 60 days after the project has been completed.

The purpose of the final report is twofold:

1. To ensure **accountability** of entrusted resources.
2. To **learn** from successes and failures.

Final Report Questions

WHAT WERE THE EXPENDITURES AND REVENUES OF THE PROJECT? HOW DID THEY COMPARE TO THE ORIGINAL PROJECT BUDGET? (PLEASE ATTACH A BUDGET ALONG WITH RECEIPTS)

HOW MANY AND WHO WERE IMPACTED?

WHAT HAVE YOU LEARNED ABOUT WHAT WORKS AND WHAT DOESN'T WORK?

WHAT WERE THE EFFECTS OF THIS PROJECT ON YOUR ORGANIZATION AND ON THE COMMUNITY?

WAS THERE ANY COLLABORATION WITH ANOTHER ORGANIZATION? WERE ANY NEW PARTNERSHIPS CREATED? HOW ARE YOU USING AND SHARING YOUR PROJECT OUTCOMES?

IF THE PROJECT HAS NOT BEEN COMPLETED, WHAT IS THE ANTICIPATED COMPLETION DATE? WHAT LED TO THE DELAY?

WHAT ARE YOUR COMMENTS REGARDING YOUR RELATIONSHIP WITH THE TOWNSHIP?

DO YOU HAVE ANY FURTHER COMMENTS?

Please attach:

1. **Project budget** (actual income and expenses) as well as receipts
2. Brochures, newspaper articles and photographs. Please include any samples of documents where the Township was indicated as a supporter.

We prefer to receive your final report by email to admin@southfrontenac.net.
If you are unable to scan certain documents, you may send us those by mail.