



# Recreation and Culture Grant

## FOLLOW-UP REPORT

As per the Recreation and Culture Grant Program criteria, the successful grant recipients are required to provide a Follow-up Report which must be submitted to the RM of Torch River within 30 days of project completion. Any grant recipient not submitting a follow-up report will not receive a final payment and grant money received must be reimbursed to the RM of Torch River. Furthermore, if a follow-up report is not received the grant recipients will not be eligible to apply to the RM of Torch River for future grants until the file on the previous project is satisfactorily closed.

<i>Follow- Up Report Budget Form</i>	
<b>Please attach copies of receipts for purchases pertaining to Grant funding.</b>	
Please submit to RM of Torch River, Box 40 White Fox, SK S0J 3B0	
<b>Project Information</b>	
Month/Year Recreation and Culture Grant was received:	
Name of Organization:	
Contact Name:	
Phone Number:	
E-mail:	
<b>Financial Information</b>	
Total grant awarded	\$
<b>Project dates</b>	
Start date:	
End date:	
<b>Income</b>	<b>Amount</b>
Fundraising	\$
Cash donations	\$
Foundations	\$
Corporations	\$
Individual contributions	\$
In-kind support	\$
Other funding sources	\$
<b>Total Income</b>	\$
<b>Expenditures</b>	<b>Amount</b>
Project materials (please attach list)	\$
Minor equipment (please attach list)	\$
Contractor(s)	\$
Other direct project related expenditures (please attach list)	\$
<b>Total project Expenditures</b>	\$



The follow-up report must contain:

- A brief description of the work undertaken, and any issues arising as a result of this work.
- The completed budget form indicating Actual Expenditures, and an explanation of any significant deviation from the projected expenditures.
- Photographs of completed project.

### *Description of work undertaken*

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### **Certification**

We certify that the information provided in this application, including all enclosures, is accurate to the best of our knowledge and that we are authorized to sign on behalf of the group (*two signature are required*)

Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:



**For Office Use Only**

<b>Follow- Up Report</b>			
All Projects must meet all the necessary codes and/or permits required.			
<b>Meets Required codes</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Building			
Zoning			
Other			
<b>Obtained Required Permits</b>			
Building			
Development			
Electrical			
Heating/Cooling			
Plumbing			
Photographs of project received			
Other			

<b>Verification and Authorization</b>		
The project meets the required criteria and all pertinent information.	<b>Yes</b>	<b>No</b>
Date:	Title:	
Print Name:	Signature:	

<b>Approved Grant Amount</b>	
Date:	
	Amount:

<b>Interim Grant Amount Paid</b>	
Date:	GL #: 210-200-400
Cheque #:	Amount:



<b><i>Final Grant Amount Paid</i></b>	
Date:	GL #: 210-200-400
Cheque #:	Amount:

Office use only