**St. Catharines Cultural Investment Program**

**Final Report Requirements**

**Arts Development Program**

A Final Report is required within 90 days of completion of the project for which funding has been provided. Please see below to ensure your Report is complete before submitting. If an incomplete report is submitted, payment of the final 10% of the approved funding will be delayed.

Only one copy of your report and support materials is required.

Please fill in the report below and attach additional materials as requested:

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| **Organization:** |  |
| **Project Name:** |  |
| **Funding Approval Date:**  |  |
| **Project Start Date:**  |  |
| **Completion Date** |  |

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| PROJECT SUMMARY |
| 1. Please provide a brief summary of your project and its outcomes and identify any changes that occurred from your original application.
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| COMMUNITY IMPACT |
| 1. How did you *provide access* to cultural experiences for St. Catharines citizens and any distinct communities within St. Catharines? Please provide specific details, ie. attendance to performances or exhibits, workshop attendees, new audiences reached, new partnerships and/or programs created.
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| CULTURAL INTEREST |
| 1. Was your project unique to our region? Please describe the attributes that made your project exciting to participate in and of interest to residents.
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| ORGANIZATIONAL STRENGTH |
| 1. How did you measure your success? Where did you identify challenges and how will you address these in the future?
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| 1. Did you meet all your projected targets or goals? How did this project move your organization forward (if relevant)?
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| 1. Do you have any suggestions for the City of St. Catharines to assist in the future development of your organization or project plans?
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| PURPOSE AND PRIORITIES OF SCCIP |
| 1. The St. Catharines Cultural Investment Program has five priorities as well as a core purpose. Please describe how you met some or all of the priorities of the Cultural Investment Program.
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**Please attach the following information to your written report:**

* A completed Financial Information Form with the “Original Projections” and “Actuals” columns completed. Please explain any significant changes to your original budget as part of Question #5.
* A completed Statistical Information Form.
* Copies of all receipts for all expenditures paid for with SCCIP funding.
* Any sample promotional materials from your project.
* Copies of any significant plans developed with this funding.
* If available, Audited Financial Statements for your most recent year-end. If they are not yet available please provide the date when they will be ready and forward to Cultural Services.
* Date Audited Financial Statements will be approved:

 **OR**

* We do not have Financial Statements

**Please submit one copy of the above to:**

Ashley Judd-Rifkin, Culture Coordinator

Via Email (preferred):

ajuddrifkin@stcatharines.ca

**OR**

Hard Copy:

c/o Ashley Judd-Rifkin, Culture Coordinator

Community, Recreation and Culture Services

City of St. Catharines

P.O. Box 3012, 50 Church Street

St. Catharines, Ontario

L2R 7C2

**QUESTIONS?**

Please contact Ashley Judd-Rifkin, Culture Coordinator at: ajuddrifkin@stcatharines.ca

**OR**

905-688-5601 ext 5229