

**AGENCY INFORMATION**

\* Please note: If this grant was received by an affiliate, for use by a non-profit society, then the completion of this final report is the responsibility of the non-profit who received the grant.

<b>Name of Organization:</b>			
<b>Month/Year Grant was received:</b>			
<b>Mailing Address:</b>			
<b>City/Town:</b>		<b>Postal Code:</b>	
<b>Phone Number:</b>			
<b>Email Address:</b>			
<b>Report Completed By:</b>			
<b>Position:</b>			

**PROJECT INFORMATION**

<b>Amount of Grant:</b>	\$
<b>Brief Project Description:</b>	
<b>Number of people impacted and which vulnerable population was served:</b>	
<b>Were there any unexpected outcomes, if so, how did your organization adapt the project?</b>	

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**PROJECT OUTCOMES**

**How did the grant support your ability to address the needs of vulnerable populations impacted by COVID-19?**

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**Please provide links to any stories that are published on your organization serving the needs of vulnerable populations impacted by COVID-19**

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**Was there any media coverage on your project? If yes, we would appreciate copies of all publicity garnered from this grant. Please explain how CFSEA was acknowledged for the grant (social media, media coverage, newspaper etc.).**

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**PROJECT IMPACT STORY:** *it is important that we share with donors – and the community – the impact of their financial contribution has had in our communities. To that end, please provide us with one or two impact stories and photos that have come from this grant.*

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<b>Please attach a separate document of pictures and/or impact story.</b>
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**FINANCIAL REPORT**

Please complete the attached financial reporting template statement outlining the project expenses and revenue.

**PROJECT REVENUE**

SOURCE OF REVENUE	ACTUAL
CFSEA	\$

<b>Total Project Revenue</b>	<b>\$</b>
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**PROJECT EXPENDITURES**

ITEMS	COSTS (Actual)
Staffing:	\$
Explanation:	
Program Materials/Supplies:	\$
Explanation:	
Travel:	\$
Explanation:	
Other:	\$
Explanation:	

<b>Total Project Expenditures</b>	<b>\$</b>
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<b>Total Actual Budget</b>	<b>Revenues:</b>	<b>-</b>	<b>Expenses</b>	<b>=</b>	<b>Net:</b>
\$	\$		\$		\$

Thank you for completing this report. Please submit to [admin@cfsea.ca](mailto:admin@cfsea.ca)  
 Questions? Contact the Community Foundation office at 403.527.9038