

BROKENHEAD RIVER COMMUNITY FOUNDATION
Community Grant
Final Report

Once your project is completed please fill in this Final Report and send back to the Foundation no later than **August 31st** in order to receive your approved funding

Organization Name: _____

Organization Mailing Address: _____

Project Title: _____

Amount Approved: \$ _____ **Total Project Cost: \$** _____

Amount of Grant Requested (maximum 75% of total cost): \$ _____

Please provide the following information on your project:

- Final Project budget (may use your own or the one included on page 2). Actual expenses and revenues are required along with copies of paid receipts.
- Photo(s) of completed project; preferably an electronic one of the project in use. Note: Photos may be posted on our BRCF website.
- A small sign will be provided to be displayed at your project site for no less than one year.

AUTHORIZATION

We hereby certify that this report has been duly authorized by the governing body responsible for this project:

Signature of First Signing Authority

Name (please print)

Position: _____

Email: _____

Date: _____ Phone #: _____

Signature of Second Signing Authority

Name (please print)

Position: _____

Email: _____

Date: _____ Phone #: _____

Please forward this final report and attachments to the Brokenhead River Community Foundation at Box 2225, Beausejour, Manitoba, R0E 0C0 or to info@brcfoundation.ca **by August 31st**. The grant will be forthcoming, subject to the receipt and review of the final report and financial statement.

Project Expenses:

Please give a detailed outline of your project expenses. **Do not include the overall operational expenses of your organization** – only the items related to the approved project. If your project is being completed in phases only provide the expenses for the phase that was approved.

