



## City of Greater Sudbury Arts and Culture Grant Program POST PROJECT REPORT 2010

*Upon completion of your project, please fill in within 30 days post project or no later than December 30, 2010. Please note that recipients of grants over \$20,000 will be also asked to make an oral presentation to the Arts and Culture Advisory Panel on request.*

**Mail or Deliver to:** Civic Arts and Culture Advisory Panel  
C/O Stephanie Harris Business Development Officer  
Tourism, Culture and Marketing Section  
City of Greater Sudbury  
200 Brady Street, P.O. Box 5000, Station A  
Sudbury ON P3A 5P3  
Tel: (705) 674-4455 ext. 4606  
Email: [stephanie.harris@sudbury.ca](mailto:stephanie.harris@sudbury.ca)  
Fax: (705) 671-6767

### Organization Information

Legal Name of Organization: \_\_\_\_\_  
Organization Mailing Address: \_\_\_\_\_  
City or Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Greater Sudbury Arts and Culture Grant Category:  Operations  Project & Special Events

1. Briefly describe the Purpose of Grant:

2. Did your activities, project or special event fall within budget?  Yes  No

If not, please describe why and describe how your Organization altered its plan.

- 3. How many new people were involved in your project or planned activities (participants, volunteers, members, visitors, etc.). Were your targets reached?.
  
- 4. Please describe the marketing program employed for your activities, or special event. How successful was it?
  
- 5. What barriers or challenges need to be addressed to enhance success in the future? Describe why this activity still necessary.
  
- 6. Please comment on the impact the City Grant had on the outcome of your Organization’s project or activities. Relate where applicable to goals outlined of the City of Greater Sudbury’s Arts and Culture Charter and Strategy?
  
- 7. How was financial support acknowledged?
  
- 8. Did the City funding help to raise other funding or sponsorship?
  
- 9. Please attach a financial statement for your Organization’s activities. For Recipients of funding under the Projects and Special Events category, please complete the form that was included in the application that was submitted (see attached).

|             |  |
|-------------|--|
| Name: _____ | Signature: _____<br>Head of board/Governing body |
| Name: _____ | Signature: _____                                 |

## Appendix A

### Project & Special Events Form (Expenses and Revenues)

*Consider what portion of the project you are requesting funds for from the Arts and Culture Project Grant. Be specific in identifying the budget items and amount you are requesting funds to cover. Keep a copy of the completed form to use in your post project report.*

**Year:**

| Revenues  | Budgeted Amount | Follow-up Actual |
|---|-----------------|------------------|
| <b>City of Greater Sudbury Grant</b>                  | \$              | \$               |
| <b>Other grants</b>                                   | \$              | \$               |
| <b>Fundraising</b>                                    | \$              | \$               |
| <b>Cash donations/sponsorships</b>                    | \$              | \$               |
| <b>In-kind contributions - non-cash (please list)</b> |                 |                  |
| 1.  | \$              | \$               |
| 2.  | \$              | \$               |
| Other sources (please list)                           |                 |                  |
| 1.  | \$              | \$               |
| 2.  | \$              | \$               |
| <b>Total Revenues</b>                                 | <b>\$</b>       | <b>\$</b>        |

| Expenditures<br>(identify in-kind with an asterisk*)     | Budgeted Amount | Follow-up Actual |
|--|-----------------|------------------|
| <b>Facilities</b>  | \$              | \$               |
| <b>Equipment costs</b>                                   | \$              | \$               |
| Marketing costs  | \$              | \$               |
| Staff salaries   | \$              | \$               |
| Fees   | \$              | \$               |
| Training/Development costs                               | \$              | \$               |
| <b>Other directly related expenditures (please list)</b> |                 |                  |
| 1.   | \$              | \$               |
| 2.   | \$              | \$               |
| 3.   | \$              | \$               |

|                    |    |    |
|--------------------|----|----|
| 4.                 | \$ | \$ |
| Total Expenditures | \$ | \$ |
| Surplus/Deficit    | \$ | \$ |