

Grant Final Report Form PDF Version

Instructions

1. **Download this form and print.**
2. Complete all required information manually.
3. Scan and email to the BVCF OR mail your completed copy. Include all supporting documents (receipts, photos).
4. Keep a copy for your records.

This final report will help us to determine impact of BVCF grants on communities and to report back to supporters, and will provide you with the opportunity to describe your accomplishments. Return the final report by the due date in the grant agreement. Payment will be sent once the report and accompanying receipts have been received and approved.

Section 1. Identification

Date:

Name of Organization:

Mailing Address:

Contact Person:

Contact Phone Number:

Contact Email Address:

Registered Charitable Partner (*if applicable*):

Name:

Mailing Address:

Phone Number:

Section 2. Project Information

Project name:

In which community did the project take place?

When did the project take place?

Start date

End date

Project Summary (300 words or less)

Please provide a summary of the project that we can share with stakeholders. Ensure that this information can be distributed publicly. Describe how the grant was used. What did you build, create, implement or deliver? What was purchased and how it was used? What was the impact of this project?

How have you acknowledged the support of the Bulkley Valley Community Foundation?

Project photos

Provide one or more photo(s) for BVCF use. Include a description of who is in the photo and how it relates to the project. Note: If photo(s) contains any recognizable people, permission must be obtained from the individual to publicize in BVCF materials. If the individual is under the age of 18, permission must be granted by the individuals' parent or guardian. By submitting a photo, you acknowledge that you have received permission to publish the photo.

Report Prepared by:

Position: