

FINAL POST-PROJECT REPORT

***PLEASE PRINT AND COMPLETE MANUALLY* Submit within 60 days of completing the project.**

Submit to Cultural Affairs Office, City of Windsor, 2450 McDougall St. Windsor, ON. N8X 3N6

Project Number: _____
For Office Use Only

Grant Amount: _____

Organization Name: _____

Project Name: _____

Contact Person / Position: _____

Phone: _____

Email: _____

We hope your project was successful and that the City of Windsor's Arts, Culture & Heritage Fund contribution has helped make a significant impact in our community. It is very important for all of us to learn from this experience and so we ask you to take the time to complete this report, **including the financial summary on page 2**. What worked? What didn't work? We ask that you submit **one (1) copy** of this report and that you also forward, for our archives, **one (1) copy** of any of the following materials which relate to your project: Poster, CD, DVD, Book, Catalogue, Press Release, Review, News clippings.

Please do not exceed the space available on this form. If additional space is required, please attach pages as needed. Ensure that your submission is legible.

[1] Please tell us where and when your project happened and quantify the results of your project in human terms: e.g. number of visitors, CD's sold, attendance, registrants, etc. How do these numbers compare with your original estimate?

[2] In your application you were asked to list the criteria to be used to measure the success of your project. Please tell us how close you came to meeting each of your goals and how you felt the project affected the life of our community in the City of Windsor and, possibly, beyond.

[3] Did your promotional program work for you? Would you do it any differently in the future? Were there any tools that worked especially well or poorly for you?

[4] Please indicate how the Arts, Culture & Heritage Fund's support of this project was acknowledged.

[5] Please complete the financial summary. Break out expenses related to the specific aspect of the project for which you received funding. Let us know how the project fared financially as a whole. If there is unrealized revenue, make a best guess as to how much additional return you expect over how many months/years. Try to use figures based on receipts (exact) amounts, in the 'Actual' column. **Retain receipts/paid invoices as proof of actual expenses; these may be requested by the Jury.**

		BUDGET (From Application)	ACTUAL (Exact amounts)	SOURCE (Provide details)
PROJECT REVENUES	Earned Revenue (e.g. box office, Merchandise sales, and other)			
	Donations: provide breakdown in Actual/Source columns)			
	Donations-in-Kind: (provide breakdown in Actual/Source columns)			
	Grants: (provide breakdown in Actual/Source columns)			
	Sponsorship: (provide breakdown in Actual/Source columns)			
	TOTAL REVENUE:			
	PROJECT EXPENSES	Artistic Expenses: (e.g. personnel, fabrication, supplies, other). Provide breakdown.		
Administrative Expenses: (e.g. promotions, receptions, other). Provide Breakdown.				
TOTAL EXPENSES:				
NET SURPLUS / (LOSS)				

[6] If your project realized a significant surplus or deficit, please explain how you will use the surplus or meet the deficit. The Jury must review any re-allocation of project surpluses due to lower than estimated costs or unanticipated revenues.

[7] _____
Signature of Recipient

Date

Thank you for submitting this report and helping us to better serve your future needs.