



This form **must** be downloaded onto your computer. Type in info, save, and e-mail to info@sccef.org.

Grant Awards Final Reporting Form

All project proponents receiving a grant from the South Cariboo Community Enhancement Foundation are required to send in a brief project report per the Foundation's funding terms. The details requested below are to provide the Board with records that the project has been carried out in the approved manner.

Report Date	
Your Organization	
Contact Person	
Telephone	
Email	

Project Description

Please provide a brief summary of the project (max. 300 words) in the space below. Mention project commencement and completion dates, as well as the impact the project has had on its target groups.

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Provide any relevant documents as attachments to this report (i.e. program and advertising materials, proof of the recognition of SCCEF as a funder, and any other documents that may be helpful).

Financial		
A	Actual Financial Expenses:	\$
B	In Kind Amounts Contributed:	\$
C	Total Project Costs ¹ (A plus B):	\$
D	South Cariboo Community Enhancement Foundation Contribution:	\$
E	Percentage of SCCEF Contribution (D divided by C)	\$

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Partners <i>If applicable, please provide a summary of all other organizations that partnered in the project with financial or in-kind contributions in the space provided below, and designate whether the contribution was in-kind or monetary:</i>	Amount
	\$
	\$
	\$
	\$

Program Impact	
Number of Persons Affected by Project	#
Please provide participant testimonials and other supporting material demonstrating the impact of the project:	

Community Foundation Recognition <i>*Please provide a brief commentary on how funding from the South Cariboo Community Enhancement Foundation was recognized by your organization. (*This commentary will be used in SCCEF Promotional Material.)</i>

Please attach at least two photos relating to your project.

¹ The South Cariboo Community Enhancement Foundation normally releases funding prior to project commencement (not in arrears) due to the nature and need of the organizations receiving funding. For this reason, it is important that a reliable project ledger be kept to track the expenses incurred for the project. The South Cariboo Community Enhancement Foundation requires that excess funding is returned. It also reserves the right to inspect project and accounting records to ensure funding was used for the purposes upon which the funding decision was based.

Submit this completed form to the South Cariboo Community Enhancement Foundation Email: info@sccef.org Thank you for your support.
