



COMMUNITY INVESTMENT GRANTS PROGRAM

SPECIAL EVENT GRANT (MINOR) FOLLOW-UP REPORT (\$5,000 maximum)

DUE DATE: This Follow-Up Report must be submitted within 90 days of the event. CONTACT: If you require assistance, contact us at communityinvestments@regina.ca. SUBMIT: An electronic copy of the Follow-Up Report and required attachments to communityinvestments@regina.ca OR mail, or hand deliver to the following address:

City of Regina – Attention: Community Investments City Hall, 2476 Victoria Ave PO Box 1790 Regina, SK S4P 3C8

FUNDING: The final 20 per cent of the approved funding amount is released after the Follow-Up Report has been reviewed and approved by the City of Regina.

Organization Legal Name: Mailing Address: Postal Code: Contact Person: Telephone No: E-mail: Name of Event: Event Date(s): Event Location(s): Approved City of Regina Funding: \$ Funding Year: Program End Date:

Attachments (number all attachments to correspond with this list):

- #1 – Attach a complete financial statement with the breakdown of actual revenues and expenditures, specific to the event. Financial Verification – copies of the receipts related to the City of Regina grant funding are not required at this time; however, please retain those receipts as the City may request copies in some instances during the review of the Follow-Up Report.

- #2 – Attach a copy of the printed promotional material that recognizes the City’s contribution to the event (i.e. website pages, brochures, flyers and posters).
 - #3 – Attach a few statements from participants about their personal experience or how they were impacted by the event (optional)
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7. Please provide a brief description of the actual event activities that took place. Indicate if the event was successful in achieving the outcomes (impacts, benefits, results) that you identified in your initial application. In addition, please address how your special event met any of the City’s cultural, social development or sport & recreation priorities that were outlined in your original application.

8. Performance Measures – Answer only those questions that are related to your event.

Total event expenditures	\$
Total event revenue	\$
Total amount of funding received from other organizations (grants, sponsorships, and donations)	\$
Total # of volunteers involved in the planning and execution of the event	
Total # of volunteer hours dedicated to the planning and execution of the event	
Total attendance (# of people that participated in the event)	
Total # of program hours delivered	
Total # of program locations utilized	
Age range of participants	
Total # of performers/artists that were engaged in the event	
How did the organization recognize the City of Regina (i.e. posters, flyers, website, Facebook, Twitter, etc.)	
Total # of exposures of the City of Regina logo (# of brochures and posters distributed, # of website views, etc.)	

9. Are there any other key performance measures that you used to determine if the event was a success? If so, please list them here:

10. Identify (if applicable to your activity) any collaboration with marginalized citizens, residents with disabilities and Newcomers that benefited from the activity/event.

APPLICATION AGREEMENT

Freedom of Information and Protection of Privacy

The City of Regina is committed to protecting the privacy and confidentiality of personal information. All personal information that is collected by the City is done so in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. The information collected in this follow up report will be used to administer the Community Investment Grants Program. De-identified, aggregate information will be used by City of Regina for program planning and evaluation. This follow up report may be distributed to the adjudicators of the Community Investment Grants Program.

Representations

In making this application, we the undersigned Board Members/Executive Director hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this application and the related attached supporting documents are truthful and accurate and the application is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent.

Two signatures are required:

Board Member Name (print)	Signature	Position	Date
Board Member or Executive Director Name (print)	Signature	Position	Date

For office use only:
City of Regina – Stream Owner

Comments:

Report Approved, Release Final Payment: Yes No

Stream Owner signature: _____

Return Follow-Up Report to the Coordinator, Community Investments