



Local Festivals and Community Anniversaries

Building Communities Through Arts and Heritage (BCAH)

Final Report Form

This final report is an important step in completing your project. In addition to sharing your achievements and challenges with us, and engaging useful self-assessment exercise, it will also fulfill your obligation to the Department. We will use the information to:

- evaluate the outcomes of the funded projects;
- monitor the effectiveness and impact of the program; and
- release the final payment to Contribution recipients.

If you have received a Grant letter, completing the final report is a condition for receiving future financial assistance from the BCAH program. You must submit a final report within 60 days after your event. **We will not accept or process any future funding application in your name until a complete report has been received.**

If you have received a Contribution Agreement, completing the final report is a condition for receiving the final payment; the final payment will only be released upon receipt and approval of your final report. **You must submit a final report along with any other required documentation, including financial reports or any other documents specified in your Contribution Agreement, within 90 days after your event.**

Guidelines for the Completion of your Final Report:

- Re-read your original application before you prepare your final report. Your responses should reflect the extent to which you exceeded, met, or fell short of the objectives originally articulated in your application.
- Please complete all sections of this document. Where precise numbers are not available please estimate to the best of your ability. Where a response is not applicable, mark 'N/A.'
- We encourage you to discuss your challenges as well as your successes. Lessons learned are also valuable.
- Once you have completed your report, please submit a hard copy signed by a duly authorized person, and forward an electronic copy by e-mail to the Canadian Heritage office in your region. Contact information for each regional office is included on the BCAH Web site and in the application guide.
- Please note that a complete final report consists of the following form and support materials as described in Section F

If you have any questions regarding the completion of this report, including the final report form and all additional material and documents required, please contact your regional Canadian Heritage office.

A. Recipient Information

Name of your organization or group (required) :

Name of your Event (required) :

Contact person's name (required) Mr. Ms. Other _____

First name (required)

Last name (required)

Title (required)

Telephone number (required)

Alternate telephone number (optional)

Fax number (optional)

E-mail address (if applicable) :

Event/Activity Web Page (or/and) Facebook Page (if applicable) :

Event Start Date YYYY-MM-DD (required) :

Event End Date YYYY-MM-DD (required) :

If the event start/end date changed from the dates mentioned on the original application form, please explain why. (if applicable)

GCIMS application ID number (For office use only) :

The following information pertains to the actual numbers at the event or activity and should be completed after the event is completed:

B. Event Information

Please list below all the activities that took place during the event and identify the artists, artisans and heritage performers present during the event (if more space required, please attach another page to the final report). A completed table (below) has been provided as an example only; please refer to it to fill out the blank table.

Brief description of activity	Name of artist or group	Locality of artist or group	Number of Artists (AR), Artisans (AS) and Heritage Performers (HP)		
			AR	AS	HP
(if a group, please specify the number of members)					
Music performance: a number of concerts will be presented on an hourly basis, on different stages	Anne Wise Paul Welch Charles Dixon Trio	Ottawa Rockland Ottawa	1 1 3		
Woodworking demonstration: master turners will show the safe use of a lathe and woodturning tools	Irene Chartrand Jean-Gilles Leclerc	Rockland Ottawa		1 1	
Choral performances	The Butterfly Children's Chorus (45 voices)	Ottawa	45		
Local history talk	Bruce Hammer	Orleans			1
<i>Total number of activities</i>			4		
TOTALS			50	2	1

Final Activity Report table (required) - if more space required, please attach another page to the final report:

Brief description of activity	Name of artist or group	Locality of artist or group	Number of Artists (AR), Artisans (AS) and Heritage Performers (HP)		
			AR	AS	HP
(if a group, please specify the number of members)					
1.					
2.					
3.					
4.					
5.					
<i>Total number of activities</i>					
<i>TOTALS - Artists (AR), Artisans (AS) and Heritage Performers (HP)</i>					

Complete the table below by providing the total number of local artists, artisans, heritage performers as well as the total number of activities that included local artists, artisans and heritage performers.

Number of local artists (required)	
Number of local artisans (required)	
Number of local heritage performers (required)	
Number of activities that included local artists, artisans and/or heritage performers (required)	

Overall Attendance at your event / activity (Best Estimate) (required)	
Attendance at activities that included local artists, artisans and/or heritage performers (Best Estimate) (required)	

Explanation of variances from original application: Does the information you provided in section B vary from your original application? (required) Yes No

If the information varies by 25% or more, please explain why these changes occurred. (if applicable)

Although BCAH does not require the following, we are interested in any of your activities that encouraged collaboration between artists, artisans and/or heritage performers and the local community. Did your event include activities such as workshops, community art projects, singer song-writer circles, etc.? (required)	Yes / No
Please list below the activities that encouraged collaboration between artists, artisans and/or heritage performers and the local community (if more space required, please attach another piece of paper to the activity report). (if applicable) The two first cells of the table below have been filled out as examples:	
<i>Example 1: Local Singer Song-writer circle (8 presentations)</i>	<i>Example 2: Mural project between local artists and local youth programs</i>

C. Volunteer Engagement	
Total number of volunteers (required) :	
Total number of volunteer hours (required) :	
Number of volunteers involved per activity type. Please count a person more than once if this person has volunteered in more than one aspect of the event:	
Planning: Volunteers in charge of development and overall organization of the event/project (i.e. choosing the programming, venues, overall design of event, etc.) (required)	# of volunteers
Managing: Volunteers in positions of overseeing the work of teams and of delegating tasks (i.e. a volunteer in charge of ticketing and sales) (required)	# of volunteers
Implementing: Volunteers in charge of executing specific tasks (i.e. tearing the tickets, setting up/tearing down the stage, etc.) (required)	# of volunteers
Evaluating: Volunteers who are in charge of analyzing how the event/project reached its objectives (i.e. assessing or discussing the success, difficulties and/or lessons learned of the event/project) (required)	# of volunteers
Explanation of variances from original application: Does the information you provided in section C vary from your original application? (Required) Yes No If the information varies by 25% or more, please explain why these changes occurred. (If applicable)	

D. Local Community Support

The number of local partners (required) :

Specify the value of cash and in-kind support received from your local community partners (including donations from individuals, businesses, community groups, associations, etc.):

Community Sources - Cash (required)

Community Sources - In-kind (required)

Specify the value of cash and in-kind support received from your municipal government or equivalent authority:

Municipal or equivalent authority - Cash (required)

Municipal or equivalent authority - In-Kind (required)

Please explain the type(s) of in-kind support that you have received (required) :

Explanation of variances from original application: Does the information you provided in section D vary from your original application? (required)

Yes No

If the information varies by 25% or more, please explain why these changes occurred. (if applicable)

E. Impact of BCAH Funding

How did BCAH funding make a difference with your project in the achievement of the following four Program's results:

1. Engage local citizens in their community through local arts and heritage
2. Engage local artists, artisans and/or heritage performers in their communities through arts and heritage
3. Create access to local arts and heritage
4. Engage local partners to support funded local festivals or community anniversaries (required)

F. Support Materials

Please enclose copies of the following with your final report (required):

Promotional materials:

- activity program,
- event posters/flyers,
- sample print advertisement,
- other.

Media coverage: selection of media/press clippings related to your event/activity, particularly with regards to community involvement.

The following section is to be completed by recipients of the Community Anniversaries component who have received funds for a capital project:

G. Capital Project Information

Number of tangible and permanent reminders of local arts/heritage (statues, plaques, etc.) (required)

Please provide a brief description of the completed capital project. (if applicable)

If your capital project was a book, a DVD, or other object produced in multiple copies, please supply a copy with your report. For other types of projects, please provide pictures, newspaper clippings or video clips with your report. (if applicable)

Names and signatures (required)

Note: The authorized signatory must be the same person, or hold the same position, as the person who signed the application form.

Printed name of authorized signatory

Signature of authorized signatory

Date (YYYY-MM-DD)