

Jack Adilman Fund Capital Grant Program

FOLLOW-UP REPORT FORM

Each organization receiving a *Jack Adilman Fund Capital Grant* must submit a *Follow-up Report* upon completion of the project. The *Follow-Up Report* must be submitted within 60 days of the project's end. Organizations who do not submit a *Follow-up Report* will be deemed ineligible for funding from any grant program administered by the City of Saskatoon until such time as a *Follow-up Report* is submitted.

The *Follow-up Report* must include the following:

- A completed *Follow-up Report* form;
- a completed budget; and
- copies of receipts for eligible expenses.

ELIGIBLE EXPENSES

Costs associated with the following activities:

- Facility upgrades, enhancements and new facilities; and
- Major equipment purchases.

INELIGIBLE EXPENSES

Costs associated with the following activities:

- General operating, ongoing or core costs for the applicant organization;
- Out of Province travel;
- Computer and office equipment;
- Routine maintenance;
- Insurance costs; and
- Financing costs such as bank charges, interest, and fund-raising costs.

Name of Amateur Sports Organization: _____

Mailing Address: _____ Postal Code: _____

Contact Name: _____ Position with organization: _____

Email Address: _____ Phone Number: _____

Category (check one):

Capital expenditures Asset acquisition Onetime special circumstances grant

Amount of Grant Received: \$: _____ Project End Date: _____

Include the following information:

- Completed Follow-Up Report Form;
- Description of how the grant was used. Include:
 - documentation of how the project is meeting a community need;
 - the impact on the community:
 - numbers of people positively affected;
 - how the project assisted the organization to increase or improve participation in sport in Saskatoon; and
 - demographics of people benefiting from the project.
- Budget:
 - include a final Project Budget that contains all actual sources of income, including the Jack Adilman Fund Grant; and
 - include receipts for eligible expenses (receipts should total the grant amount awarded by the Jack Adilman Fund).

Signature

In making this *Follow-up Report*, I the undersigned Project Coordinator hereby represent to the City and declare that to the best of my knowledge and belief, the information provided in this *Follow-up Report* and the related attached supporting documents are truthful and accurate and the *Follow-up Report* is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent.

Warning

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this *Follow-up Report* for the purposes of receiving a grant may not only have the grant denied but may be deemed ineligible for funding from any grant program administered by the City of Saskatoon for a length of time and on such terms as the City of Saskatoon, in its sole discretion, deems appropriate.

I agree on behalf of the Organization that by submitting this *Follow-up Report* I am electronically signing the *Follow-up Report* as follows:

I solemnly declare that the information provided is true and the documents submitted in support of the *Follow-up Report*, if any, are genuine and have not been altered in any way.

Project Coordinator: _____ Position in Organization: _____
(type name in; it is not necessary to submit an actual signature)

Phone Number: _____ Date: _____

Email a completed copy of the *Follow-up Report Form* and copies of receipts in one single PDF to:

grants@saskatoon.ca

Label the subject line and the completed PDF of the *Follow-up Report Form*:

JA Report *year of grant* – *your organization name*

e.g. JA Report 2018 – Saskatoon Sports Organization