

Sport Projects Grant Program

FOLLOW-UP REPORT FORM

Each organization receiving a *Sport Projects 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 (including the budget form on page 2); and
- copies of receipts for eligible expenses.

ELIGIBLE EXPENSES

Costs associated with the following activities:

- Equipment purchases (sports or office); facility upgrades; governance reviews; strategic planning; feasibility studies; website development, and market research aimed at refocusing direction.

INELIGIBLE EXPENSES

Costs associated with the following activities:

- Regular or routine maintenance and repair; training, conference, or travel projects; projects that are part of on-going, day-to-day operations; administrative costs not directly related to the project.

Name of Organization: _____

Mailing Address: _____ Postal Code: _____

Contact Name: _____ Position with organization: _____

Email Address: _____ Phone Number: _____

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

1. Please provide a brief description of the project (maximum 150 words):

2. What would you consider to be the most significant successes of this project?

3. Budget

Complete the budget form below and include receipts for eligible expenses (receipts should total the grant amount awarded by the City of Saskatoon). The City of Saskatoon will provide funding of up to 75% of eligible project costs.

Description of Revenues	Dollar Amount
City of Saskatoon Sport Projects Grant	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Description of Expenses	Dollar Amount	Receipts Attached
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
_____	\$ _____	<input type="checkbox"/> yes
TOTAL	\$ _____	

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*: _____

*type in name; it is not necessary to submit actual signature

Position in Organization: _____

Phone Number: _____

Date: _____

**Email a completed copy of the *Follow-up Report Form* and copies of receipts to:
grants@saskatoon.ca**

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

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

e.g. SPG Report 2021 – Saskatoon Community Organization