

# 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;
- a completed budget; 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: \_\_\_\_\_

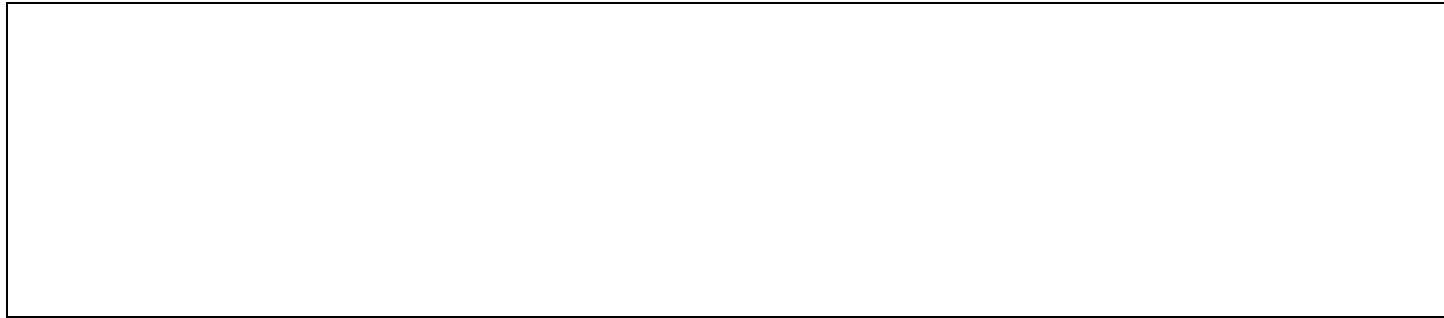
Contact Name: \_\_\_\_\_ Position with organization: \_\_\_\_\_

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

Include a final Project Budget: include receipts for eligible expenses (receipts should total the grant amount awarded by the City of Saskatoon).

### 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 in name; it is not necessary to submit actual signature

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Email a completed copy of the *Follow-up Report Form* and copies of receipts to:  
[grants@saskatoon.ca](mailto: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 2019 – Saskatoon Community Organization