

WinterCityYXE Grant Program

FOLLOW-UP REPORT FORM

Each organization receiving a WinterCityYXE 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

All expenses for reimbursement must have receipts and occur within the grant period of November 1, 2018 – March 31, 2019.

INELIGIBLE EXPENSES

The following types of expenditures are not eligible and will not be reimbursed:

- Property taxes and insurance;
- Alcoholic beverages, food or food-related costs (this includes catering supplies, coffee pots, coffee, BBQs, etc.);
- Prizes, cash, gifts, awards, trophies, plaques, and badges;
- Uniforms or personal items such as sweatbands and hats; and
- Gaming systems/components, promotional items, printers, computers, laptops, and furniture.

Name of Organization: _____

Mailing Address: _____ Postal Code: _____

Contact Name: _____ Position with Organization: _____

Email Address: _____ Phone Number: _____

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

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

2. Did your project meet the expected outcomes? If not, please explain why (maximum 150 words):

3. What would you consider to be the most significant successes of this project? (maximum 150 words)

4. WintercityYXE Grant projects provide learnings for the WintercityYXE Strategy. Please outline learnings that you would recommend be considered for future WintercityYXE projects? (maximum 150 words)

5. Please provide participation numbers, if available. If participation numbers are available for previous years, please provide these as well:

6. Do you have any recommendations for the WintercityYXE Grant Program:

7. 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:
WinterCityYXE@saskatoon.ca

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

Winter Report 'year of grant' – 'your organization name'

(e.g. Winter Report 2018 – Saskatoon Community Organization)