Post-Event Evaluation Report - Civic Hospitality to Professional Gatherings
Council Policy C01-005 – Civic Hospitality to Professional Gatherings (Policy)

The City of Saskatoon (City) requires the following information to be completed in full after the conclusion of the event. If all information is not included, the post-event evaluation report will be considered incomplete and deemed INELIGIBLE for funding.

Completed post-event evaluation reporting information can be submitted to City, by emailing this form and supporting information to: eventgrants@saskatoon.ca
Please read the policy for full details and definitions.

For questions related to post-event evaluation reporting, please contact:
eventgrants@saskatoon.ca

Organization Name: _____

Organization Address: _____

Please list two contacts for your organization's event:

Primary contact:

Title: _____

Phone number: _____

Email address: _____

Secondary contact: _____

Title: _____

Phone number: _____

Email address: _____

Business Event Name/Title:

Event Dates: _____/ _____ / _____ to _____ / _____ / _____
Day Month Year Day Month Year

Event Location: _____

Please provide documentation confirming the event was held in Saskatoon (ex. paid rental contract)

Delegate Actuals

Delegates	Numbers	Percentage
Local		0%
Provincial		0%
National		0%
International		0%

Virtual Attendees:

Please provide a detailed listing of all revenue and expenses for the Business Event approved by your organization, including an accounting of how the grant funding provided by the City was allocated.

PLEASE NOTE: You may provide an attachment or fill in the form below.

Assistance provided will be in the form of a grant that can be used for the following eligible expenses: facility rental, equipment rental, audio visual equipment fees, guest speaker/presenter fees, transportation, food costs, expenses related to territorial protocol and economic reconciliation or Indigenous Inclusion related to TRC Call to Action No. 92.

Ineligible expenses include alcohol, cannabis and staff costs.

1. Event Actual Revenue and Expenses

Provide complete actual revenue for the entire event. Add additional rows as needed.

REVENUE	Actual Revenue
Funding approved from Civic Hospitality to Professional Gatherings Grant	$
Contribution from your Organization	$
Other	$
Sponsorships – list all below:	
	$
	$
	$
Registration Fees	$
Ticket Sales	$
Other Funding Sources – list all below:	
	$
	$
	$
Other	$
Total Revenue	$ 0.00

2. Provide further explanation of event revenue sources below

3. Provide complete actual expenses for the entire event. Add additional rows as needed**.** Indicate **expenses** that the grant will be used for with an ***** (asterisk).

EXPENSES:	**Actual Expenses**
Event Facility Rental Fees – list:	
	$
	$
Truth and Reconciliation items – list:	
	$
	$
Event Hosting Fees – list:	
	$
	$
Contractors – list:	
	$
	$
Equipment Rental Fees – list:	
	$
	$
Audio Visual – list:	
	$
	$
Event Supplies – list*:*	
	$
	$

EXPENSES cont'd:	**Actual Expenses cont'd**
Marketing & Promotional Materials – list:	
	$
	$
Food and Beverage – list:	
	$
	$
Other event expenses – list:	
	$
	$
	$
	$
	$
	$
	$
Total Expenses	$ 0.00

4. What specific event expenses was the grant funding used for?

5. List any In-kind items received:

	$	An in-kind donation is a gift of goods and services. In-kind goods and services are typically goods and services that your organization would have to otherwise buy if they hadn't been donated. Volunteer hours are not considered in-kind donations.
	$	
	$	
	$	
Total In-kind	$ 0.00	

6. How did you address any budget surplus or deficit? What will any surplus be used for?

PLEASE NOTE:

- Provide samples of how you acknowledged the City at this event by attaching photos, website screenshots or live links, audio/visual recordings, pamphlets, tickets, etc.
- Please have two Board Members sign the "Information Certification" page of the application form and submit it with your post-event evaluation reporting package.
- The post-event evaluation report shall be reviewed for compliance with this Policy and the final grant amount will be confirmed following a review of the post-event evaluation report. Grant funding shall only be released upon confirmation of compliance with this Policy and the applicant's commitments.
- The City does not assume any obligations, financial or otherwise, except to provide the agreed upon grant funding, once compliance with the policy is confirmed.
- Applicants are encouraged to review the post-event evaluation reporting requirements and ask any questions prior to submission with the City.
- **Send completed post-event evaluation report to:**
  Grant Administrator
  Civic Hospitality to Professional Gatherings
  eventgrants@saskatoon.ca

Information Certification

Freedom of Information and Protection of Privacy
The City of Saskatoon (City) is committed to protecting the privacy and confidentiality of people's personal information. All personal information that is collected by the City is done in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act.* The information collected on this application will be used to administer the *Civic Hospitality to Professional Gatherings*. De-identified, aggregate information will be used by Community Services for program planning and evaluation.

Incident Notification
The Organization shall notify the City of any incident that it becomes aware of that may result in a claim against either the Organization or the City, including, but not limited to such losses as, property damage to City assets, third party property damage, injury or death of any Organization member, employee, instructor or volunteer and any third-party bodily injury. The Organization shall provide the notification to the City within 7 days of the Organization becoming aware of the incident.

Indemnity
The Organization hereby agrees to save harmless and indemnify the City, its representatives, successors, assigns, servants, employees and agents against any and all claims, liabilities, demands, damages or rights or causes of action wherever, made or asserted by anyone arising out of or incidental to the application or to the use of any money or services provided to the Organization pursuant to the *Civic Hospitality to Professional Gatherings*.

Signature
In submitting this post-event report, we the undersigned Board Members hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this post event report is truthful and accurate and the post-event 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 post-event 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 for a length of time and on such terms as the City, in its sole discretion, deems appropriate.

Signature of Board Member	Print Name	Month / Day / Year
Signature of Board Member	Print Name	Month / Day / Year