

APPENDIX D: FINAL REPORT FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>		
	Non-Profit <input type="checkbox"/>		
	Other <input type="checkbox"/>		
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
Contact Person:			
Mailing Address/PO Box:			
Town: (Postal Code)			
E-mail Address:			
Telephone:			
Website Address: Social Media Contact:			
Purpose of the Project			
Description of the Conduct of Project			

Project Participation			
Location of Project			
Project Timelines			
Project Budget and Financial Statements	Attached <input type="checkbox"/> Yes <input type="checkbox"/> No		
Uses of Grant			
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.		
	Name		Title
	Signature		Date

The Town of Kentville Grant Program

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and, in a newspaper, circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.