

APPENDIX D: FINAL REPORT FORM

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|---|--|--|---|
| 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) | | | |
| 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.