



Date: _____

Society Number: _____

Applicant Information

Name of Organization: _____

Mailing Address: _____

City: _____

Postal Code: _____

Contact Person: _____

Phone: _____

Email: _____

Project Information

Project Title: _____

Project Facility and Address: _____

Project Start Date: _____

Estimated Completion Date: _____

Current Completion Percentage (%): _____

Total Funds Allocated: \$_____ Total Claimed to Date: \$_____

Project Summary

1. Detail the specific activities or components of the project that have been completed with funding from the PRRD Community Works Fund. Highlight key milestones and deliverables achieved to date: *If more space is needed, please add it as an attachment to your application.*

2. Has the project required any building permits or regulatory approvals? Confirm permits were obtained where required and describe steps taken to ensure full compliance:

3. Were any hazards identified during the course of the project? If so, what measures were taken to remediate them, and how will safety be secured throughout project delivery:

4. What components of the project are still in progress or pending? Describe the remaining phases, expected timelines, and any anticipated challenges:

5. What specific and measurable outputs, deliverables, or community benefits have been achieved during this reporting period? Provide evidence of these results, outline their alignment with project objectives, and describe any quantifiable or qualitative impacts on the community:

6. Have you encountered any unexpected challenges or delays affecting project progress? If so, What steps have been taken to address any challenges or barriers:

7. Describe how your organization has acknowledged support from PRRD and Canada Community-Building Fund (such as signage, social media, or public events):

8. How is the project performing compared to the expected outcomes and success indicators described in the original application? Provide measurable evidence where possible:

9. What lessons learned, best practices, or noteworthy successes can be shared that may inform future projects or funding decisions:

10. Is the project on track to meet the approved completion date? If not, explain the reasons for delay and provide a revised timeline. **NOTE:** Requests for an extension of up to one year beyond the initial two-year term must be submitted in writing prior to the project's expiry, with a clear rationale for the delay.

Declaration

I certify that the information provided in this report is accurate and that the project is being undertaken in accordance with the Community Works Fund Grant Agreement, applicable PRRD policies, and all required regulatory approvals.

I further acknowledge that recognition of the PRRD and the Canada Community-Building Fund (formerly Gas Tax Fund) in all communications, promotional materials, or public reporting related to this project has been, and will continue to be, carried out in compliance with established communications protocols.

THIS REPORT WAS PREPARED BY:

First and Last Name (print): _____

Email: _____

Phone Number: _____

Signature: _____

Date: _____