



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: _____

Project Completion Date: _____

Estimated Project Cost: _____

Actual Project Cost: _____

Project Summary

1. Describe the key activities and milestones completed through this project, including timelines. What tangible outputs or results were delivered: *If more space is needed, please add it as an attachment to your application.*

2. What measurable impact has the project had on your community or organization? Include data or examples demonstrating success or improvements:

3. Describe whether the project successfully met the objectives as outlined in the original grant application. Provide an explanation and describe any changes made to the original plan:

4. Identify any hazards or safety issues that were encountered during the project. Describe the steps taken to remediate these hazards and ensure ongoing safety:

5. Did any unforeseen challenges or obstacles arise during project implementation? Explain how they were resolved or mitigated:

6. Was the project completed within the planned schedule? If delays occur, describe their causes and how the project timeline was managed:

7. Confirm whether insurance or protection measures are in place for any equipment or infrastructure funded by this grant. Provide a copy of the insurance policy or coverage documents along with this report, including details of the type and extent of coverage:

8. Tell us how your organization will look after the project asset over time. Describe your maintenance strategy and how you intend to fund the strategy. Include all ongoing short-term and long-term support to keep it in good working condition:

Financial Summary

Funding amendments are not permitted. Any unclaimed funds after two (2) years from ratification will be returned for redistribution.

1. Total Project Cost: \$ _____
2. Total Grant Funds Awarded: \$ _____
3. Total Grant Funds Claimed: \$ _____
4. Unclaimed Funds (if any): \$ _____

If there are any unclaimed funds, please explain why:

Required Attachments

The following documents must be submitted to complete your report:

- a. Unaudited financial statements including balance sheet and income statement for the year(s) the funds were dispersed to finance the project.
- b. Financial Insurance policy for funded asset(s).
- c. Photos or media related to the funded project.

Note: All submitted pictures become the property of the Peace River Regional District and may be used for advertising purposes on the PRRD website and for public articles and reports.

Declaration

Approved 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: _____