



Final Report 2011 Arts and Culture Grant Program

DEADLINE: Friday, November 11th, 2011

Please send the 2011 Final Report to:

City Of Mississauga
Culture Division – Attn: Yvonne
Central Library
301 Burnhamthorpe Rd. W., 4th Floor
Mississauga ON L5B 3Y3

NOTE: Funds may not be made available to organizations that have failed to meet reporting requirements for any grants received.

FINAL REPORT:

- The Final Report consists of:
 - Cover Page
 - Project Description
 - Financial Summary
 - Statistical Report (Operating and Project grant recipients only)

Submit only one (1) original as a completed package with each section clearly labelled with the name of your organization.

Final Report packages must be received by: Friday, November 11th, 2011.

- Project Description:
 - answer all questions that apply to your organization and your request;
 - refer to the question number when providing responses to the questions;
 - your responses to all applicable questions should be no longer than (5) five 8 ½" X 11" pages.
- 1. Please check your application to refer to the activities that you indicated you would undertake, the results you said you would achieve, and the timelines you indicated. Based on this information, tell us what progress you made with respect to these activities. Include the following information:
 - (a) a description of the activities you have undertaken;
 - (b) the names of the organizers, artists, performers and other key persons involved;
 - (c) the audience for your activities describing the community involvement and outreach activities you have undertaken
 - (d) a summary of how you publicized the activities, and how the City of Mississauga was acknowledged in all advertising, publicity, programs, signage and plaques relating to the activity for which funds were granted.
- 2. Were there any significant changes in your planned activities from what you proposed in your application? If so, list them with reasons why.
- 3. Have there been any unexpected results – positive or negative – from your activities? If so, describe them and explain why they happened.
- 4. Did your planned activities exceed your expectations? If so, describe how.
- 5. Based on your results, are there any things you would change for future activities?

○ **Financial Summary (separate document)**

This must show all your activity expenses and revenues. Provide the following information:

For **Operating Grants**

- A September or October 2011 balance sheet and operating statement to indicate year-to-date progress signed by an authorized signing officer of your organization
- For grants over \$20,000, a copy of the organization's latest audited financial statements.

For **Project, Capital and Technical Assistance Grants**

- A completed Financial Summary Form with amounts indicated in your original application in the Projected Budget 2011 column and your Actual budget amounts.

○ **Statistical Summary (separate document – Operating & Project grant recipients only)**

- A completed copy of the **Statistical Summary Form** with information indicated from your original application in the Projected Year 2011 column and your Actual results.

○ **One copy of the following, if applicable**

Any advertising, publicity, programs, and signage relating to the activity for which funds were granted.

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If you have any questions, please contact:

Yvonne Koscielak,
Grants Officer, Culture Division
905.615.3200 ext. 5476
grantsinfo@mississauga.ca

Cover Page

Personal information on this form is collected under the authority of Section 207 (28) of the Municipal Act, R.S.O. 1990, cM45. The information will be used for the administration of the City of Mississauga Arts and Culture programs and will also be used for business you may conduct with the City relating to obtaining park/licenses and the rental of City facilities. Questions about this collection should be directed to: City of Mississauga, Culture Division, Central Library, 301 Burnhamthorpe Rd. W., 4th Floor, Mississauga ON L5B 3Y3. Tel: 905.615.3200 Ext. 5476.

Name of Organization		
Mailing Address of Organization	City	Postal Code
Telephone (Day)	Telephone (Evening)	
FAX	Email	
In 30 words or less, describe the purpose of the grant (what was the funding used for?)		
Name of Primary Contact	Position with Organization	
Mailing Address	City	Postal Code
Telephone (Day)	Telephone (Evening)	
FAX	Email	
What category did you receive 2011 funding for? (Please circle all applicable)		
Operating: New or Emerging Organization		Operating: Established Organization
Project	Capital	Technical Assistance
Total 2011 Operating Grant Received \$ _____ Total 2011 Project Grant Received \$ _____		
Total 2011 Capital Grant Received \$ _____ Total 2011 Technical Assistance Grant Received \$ _____		

CERTIFICATION: We certify that to the best of our knowledge, the financial and descriptive information provided is complete and is endorsed by the organization we represent.

Board Chair or President (Print Name)	
Organization title	Date (year/month/day)
Signature	Witness
Submitting Officer (Print Name)	
Organization title	Date (year/month/day)
Signature	Witness