



Building Communities Through Arts and Heritage (BCAH)

Final Report Form for Contribution Agreements – Local Festivals

The Department of Canadian Heritage is committed to providing Canadians with effective and accountable management of federal policies and services related to local arts and heritage and attaches great importance to measuring progress towards expected results of its programs, policies and initiatives. For this reason, it is important to know how events and activities funded under the BCAH program achieve the following expected results:

- **Increased citizen participation in community festivals, events and activities;**
- **Increased opportunities for local artists and artisans to engage with their communities; and**
- **Increased exposure to local historical heritage.**

The Department evaluates the outcomes and monitors the effectiveness and impact of the BCAH program through a compilation of statistical data obtained from completed final reports.

As stated in your Contribution Agreement letter, completing the final report is a condition for receiving future financial assistance from the BCAH program. You must submit a final report within 60 days of completion of your event. We will not accept or process any future funding application in your name until a report has been received. The Department will release the final payment upon receipt and approval of your final report.

Guidelines for the Completion of your Final Report

- Please complete all sections of this document. Where precise numbers are not available please estimate to the best of your ability. Where a response is not applicable, mark 'N/A.'
- Once you have completed your final report, please submit a hard copy signed by duly authorized persons, and forward an electronic copy by e-mail to the Canadian Heritage office in your region. Contact information for each regional office is included on the BCAH Web site and in the application guide.

If you have any questions regarding the completion of your final report, please contact your regional Canadian Heritage office. An electronic copy of this form can also be found on the BCAH Web site.

Name of organization or group: _____

Name of festival: _____



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A. Recipient Information

Name of your organization or group:

Name of your Event:

Contact person's name Mr. Ms. Other _____

First name	Last name	Title	
Telephone number (work) ()	Telephone number (home) ()	Fax ()	E-mail address
Start date of the event:		End date of the event:	
Start date for planning:		End date for all event transactions (including evaluation):	
Founding year of your organization:		Number of events organized each year:	

B. Event Information

	Current Event	Previous Event
Number of local artists		
Number of local artisans		
Number of local performers of historical heritage activities		
Attendance at local arts and historical heritage activities (Best Estimate)		
Total attendance at your overall event		
Estimated proportion of total attendance that is local (please circle below):		
0-25%	25-50%	50-75%
		75-100%
Estimated proportion of your event consisting of local arts and historical heritage activities (please circle below):		
0-25%	25-50%	50-75%
		75-100%

Name of organization or group: _____

Name of festival: _____

Explanation of variances from original application

- Does the information you provided above vary from the “Festival Information” section of your original application? To the best of your ability, please explain why these changes occurred.

C. Volunteer Engagement

Total number of volunteers:	
Total number of volunteer hours:	

Explanation of variances from original application

- Does the information you provided above vary from the “Volunteers” section of your original application? To the best of your ability, please explain why these changes occurred.

D. Local Support

Specify the value of cash and in-kind support received from your municipal government or equivalent authority:

	Current Event	
Municipal or equivalent authority - Cash		
Municipal or equivalent authority - In-Kind		

Specify the amounts of cash and in-kind support received from local or community sources (including donations from individuals, businesses, community groups, associations, etc.):

	Current Event	Previous Event
Community Cash		
Community In-Kind		

Name of organization or group: _____

Name of festival: _____

Explanation of variances from original application

- Does the information you provided above vary from the “Local Support” section of your original application? To the best of your ability, please explain why these changes occurred.

Impact of BCAH Funding (Optional)

- How did BCAH funding make a difference with your project in the achievement of the Program's expected results of:
 - ✓ Increased citizen participation in community festivals, events and activities;
 - ✓ Increased opportunities for local artists and artisans to engage with their communities; and
 - ✓ Increase exposure to local historical heritage.
- * Suggested word count 150—200 words.

Names and signatures

Printed name of authorized signatory

Signature of authorized signatory

Date

Name of organization or group: _____

Name of festival: _____

E. Support Materials

- **Please enclose copies of the following (as applicable) with your Final Report:**
 - Promotional materials: activity program, event posters/flyers, sample print advertisement, etc.
 - Press coverage: selection of press clippings related to your event/activity, particularly with regards to coverage related to community involvement.

F. Financial Statements

- Your Program Officer will provide you with a template for your Final Financial Report. As per your contribution agreement your reports shall include, as separate items, the budget as well as all of the revenues realized and expenditures incurred for the given period with regard to the project being funded, as per the budget categories set out in Annex "A" of your agreement. Any other sources of revenues or expenditures added to the project funded after the agreement is signed shall also be included. The report shall be prepared in accordance with generally accepted accounting principles. The completed Final Financial Report must be signed and dated by an authorized member of your group.

Name of organization or group: _____

Name of festival: _____