



## *Building Communities Through Arts and Heritage (BCAH)*

### **Final Report Form for Grant Recipients – Community Anniversaries**

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 Grant 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.

#### **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 event:** \_\_\_\_\_



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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:		

**Note: The information provided below should reflect event activities and capital project(s) (where applicable).**

**B. Event Information**

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 event: \_\_\_\_\_

## C. Volunteer Engagement

Total number of volunteers:	
Total number of volunteer hours:	

## D. Local Support

<b>Specify the value of cash and in-kind support received from your municipal government or equivalent authority:</b>	
Municipal or equivalent authority - Cash	
Municipal or equivalent authority - In-Kind	
<b>Specify the amounts of cash and in-kind support received from local or community sources (including donations from individuals, businesses, community groups, associations, etc.):</b>	
Community Cash	
Community In-Kind	

### 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

## E. Support Materials

- **Please enclose copies of the following 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.

**Name of organization or group:** \_\_\_\_\_

**Name of event:** \_\_\_\_\_