

2024 FINAL PROJECT REPORT

Please submit a completed final project report to redigrants@revelstoke.ca by May 30, 2025. Include copies of all invoices, receipts and other financial documents that demonstrate that the funds were spent in accordance with the approved project budget. Submit the final project report in a single pdf document (Google docs not accepted). Final project reports are reviewed and approved by the City of Revelstoke grant administrator. If an organization has an **outstanding or incomplete project final report**, it will **not be eligible to apply** for future funding until the report has been submitted/completed and any monies owing to the program have been submitted.

APPLICANT INFORMATION

Project Title:		ReDi Amount	
Submitted by:			

A. FINANCIAL REPORT as at completion of the project:

Cash Contributions List all funding sources and amounts received in delivering this project(s).	Amount Requested	Amount Received
ReDi Grants		
Total		

B. PROJECT ACTIVITY REPORT

A project activity report details the project purpose, project status and fulfilment of expected outcomes as described in the original application. Examples of information to include are number of attendees/recipients, type and number camps held, number of individuals assisted, amounts and types of items purchased etc. Photos can be submitted with your report. Please attach a separate page if needed.

C. SUPPORTING DOCUMENTS

Supporting documents can include receipts, cancelled cheques, bank statements and snips of e-transfer payments **specific** to budget items. Reports must include a summary page that lists the supporting document(s) and its corresponding page.

Supporting Documents Summary Page (must be included)

DECLARATION

1. I represent the Registered Applicant/Organization and I am authorized to submit this Final Report.
2. The information I have provided in this Final Report is true, accurate and complete in every respect.
3. Any questions regarding funding awards and related reporting may be directed to: City of Revelstoke Corporate Services at redigrants@revelstoke.ca

I have read and agree to the declaration above. I Agree

Date

Applicant Name

Applicant Title