



DEPARTMENT OF TOURISM, HERITAGE AND CULTURE

**COMMEMORATIONS AND CELEBRATIONS PROGRAM
FINAL REPORT**

The **FINAL REPORT** must be received **within 30 days** following the completion date of your project and only this templated **FINAL REPORT** document will be accepted for this purpose.

Section 1

1. PROJECT INFORMATION:

Name of Organization: _____
Project name: _____
Commencement Date (mm/dd/year): _____
Completion Date (mm/dd/year): _____
Grant awarded (\$): _____

2. PROJECT OUTCOMES:

Please answer each of the following questions:

Projected attendance number: _____
Actual attendance number: _____

10. Fill in the budget statement below with the actual project revenues and expenditures (same budget as found in the application but with actual versus projected revenues and expenditures included):

ACTUAL REVENUES	
Commemorations and Celebrations Program (grant received)	
Federal government (specify)	
Municipal government (specify)	
Other funders (specify)	
Financial contribution of applicant organization	
Partners' contribution	
Private sector contribution	
In-kind donations ¹ (specify approx. value). Please note that in-kind values donated must be reflected in the appropriate categories of expense. Please indicate the origin of the in-kind donation.	
• Rental of premises or venue	
• Donation of material	
• Professional/volunteer time	
• Other (specify)	
Total Revenues	\$

ACTUAL EXPENDITURES	
Equipment	
Materials	
Technical and production fees	
Coordination	
Professional fees	
Venue rental	
Production costs (if not included above)	
Advertising, brochures, and promotion	
Other costs (specify):	
Total Expenditures (Must equal revenues)	\$

¹ The contribution of goods and services in lieu of financial support. This may include materials, equipment, data, professional labour, or professional expertise that is valued at market rates and contribute to the project's budget.

Section 2

I CONFIRM THAT the information provided in this application is accurate and complete and that the completed project, including the statement of expenditures and revenues, is accurately presented.

Application process

Please send the final report and supporting documents via email to:
Archaeology-heritage@gnb.ca

Name

Signature

Title

Date