



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 | |
|---|-----------|
| Federal government (specify) | |
| Commemorations and Celebrations Program | |
| 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. | |
| <ul style="list-style-type: none"> • Rental of premises or venue | |
| <ul style="list-style-type: none"> • Donation of material | |
| <ul style="list-style-type: none"> • Professional/volunteer time | |
| <ul style="list-style-type: none"> • 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