

**Professional and Organizational Development
FINAL REPORT
Tourism, Heritage and Culture
Archaeology and Heritage Branch
Museum Services**



1. Organization information:

Name of organization			
Contact person		Telephone (org.)	
Email (org.)			

2. Grant component (please check):

<input type="checkbox"/> <u>Part 1: Professional Development</u>	<input type="checkbox"/> <u>Part 2: Organizational Development</u>
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3. Provide a brief description of the workshop, seminar, or conference including dates, name of the facilitator or trainer, and location:

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4. Which members from your organization participated in this opportunity? If applicable, please include the names of the organizations from your museum network zone who also participated in this opportunity:

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5. How has this opportunity improved the effectiveness and enhanced the professional and/or organizational skills of your organization? Please attach the results of your evaluation and/or products from this training (strategic plan, policy, etc.)

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6. How has the knowledge and resources gained through this opportunity been transferred to others in your organization? (Staff, board members, volunteers, etc.)

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7. Financial statements (please complete the table below). Total project expenditures must match total project revenues. **Keep all original receipts in case we ask to see them.**

EXPENDITURES:	
Registration or professional fees:	\$
Accommodation (the grant will cover a maximum of \$125 per person per night):	\$
Travel:	\$
Other (specify):	\$
Total expenditures:	\$
REVENUES:	
Government contribution (Professional and Organizational Development grant):	\$
Applicant contribution:	\$
Other (specify):	\$
Total revenues:	\$

I _____ AFFIRM THAT the information in this report, including the final budget, is accurate and complete. I understand that the information provided will be subject to evaluation by the government and that it may be accessible under the *Right to Information Act*.

Authorized Signature

Position

Date

This completed signed report must be submitted electronically to:
archaeology-heritage@gnb.ca

Archaeology and Heritage Branch
 Marysville Place
 P.O. Box 6000
 Fredericton, NB E3B 5H1