



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule “C” – Annual Report

Who must complete an Annual Report?

- All organizations who have received Grant-in-Aid (GIA) funding from the Peace River Regional District are required to complete an **Annual Report(s)** effective April 2009.

What must be included in your Annual Report?

- Your Annual Report(s) must detail how and /or if your organization has spent your Grant-in-Aid funding. This should include information on capital costs and/or operational costs and may include a variety of activities in accordance with the projects, events or operational costs for which your funding was approved for that particular year.
- Photos must be provided showing projects, including capital projects, completed with Grants-In-Aid funding.

When?

- All Annual Reports are **due by the last calendar day in January each year** regardless of whether your organization is submitting a new application for GIA.
- Funds for the upcoming year will not be reimbursed until Annual Reports are received.

Why?

- This procedure has been implemented in an effort to ensure more accountability to tax payers and other organizations receiving Grant-in-Aid funding. By doing so the Peace River Regional District will be following best practices employed by other municipalities and regional districts. This information will also assist the Rural Directors in making fair and equitable decisions on future Grant-in-Aid funding applications for all organizations.

We're here to help!

- Contact the Community Services Department at 250 784-3200 or prrd.dc@prrd.bc.ca
We will do our best to answer any questions you may have!



PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "C" – Annual Report

Date of Report: _____

Name of Organization: _____

Mailing Address: _____

Project Summary

- 1) For what Grant-in-Aid funding year does this report refer to? (i.e., when were funds approved)

- 2) What activities did your organization complete or start in the last year for which you received Grants-in-Aid funding? (this may include capital projects, events or general operations)

- 3) Please describe the progress you made on your capital projects, events or general operations for which you applied for Grants-in-Aid funding.
 - a. What was accomplished or completed with assistance from Grants-in-Aid funding?

 - b. What projects or events were not accomplished that you had applied for funding for? OR what operational costs have not been incurred that you had applied for funding for? Please state why any projects or events were not completed or costs were not incurred.

 - c. What is your plan to complete your projects and/or events or utilize your operational cost funding?

 - d. What is your timeframe for completing your projects, events or utilizing your operational cost funding?

Expense Summary

Please provide a summary of **costs that have been submitted for reimbursement for the project year for which this report refers to (i.e., 2013 or 2012).**

Amount of Approved GIA Funding in year _____

Less **TOTAL** Operational Costs paid for by GIA _____

Less **TOTAL** Capital Costs paid for by GIA _____

Total GIA Funds Remaining for year _____

Please describe your plan for the funds remaining. (i.e., timeline for completing your projects or events or utilizing your operational cost funding, requesting a funding amendment to apply unused funds to another project or can the funds be reallocated to next year's GIA budget?)

Authorization

We, the undersigned BOARD MEMBERS, certify on behalf of the organization that all of the information stated is correct and that the Board of Directors has approved the submission of this report.

Board Member (Treasurer)

Name (print) _____

Position: _____

Business phone: _____

Residence phone: _____

Fax: _____

E-mail: _____

Signature: _____

Board Member

Name (print) _____

Position: _____

Business phone: _____

Residence phone: _____

Fax: _____

E-mail: _____

Signature: _____

THIS REPORT WAS PREPARED BY:

Name (print): _____

Business phone: _____

Fax: _____

E-mail: _____

Residence phone: _____

Signature: _____

Retain a copy of this report for your organization's records.