



Community Grants Program - Outcomes Reporting

Successful applicants who receive funding from the City of Cambridge Grants Funding Program are requested to report on how funding was spent and what impact the funding achieved.

Please complete as much of the following information as you are able to provide.

Where to submit the Grants Funding Reporting?

All completed reports should be submitted by November 30th in the same funding year to the City of Cambridge, Finance Division:

Email: cfo@cambridge.ca

Drop-off: City Hall exterior drop box, 50 Dickson Street, Cambridge

By mail*: City of Cambridge, 50 Dickson Street, Cambridge, ON N1R 5W8

*If sending by mail, please consider mailing time and/or delays.



Community Grants Program - Outcomes Reporting

Name of Organization:

Date:

Reporting period (e.g. January 1 to December 31):

Mailing Address:

Apt/Unit:

Town/city:

Postal Code:

Contact Person:

Email:

Phone:

Names of signing officers (2 are required)

Print Name:

Signature:

Position:

Date:

Print Name:

Signature:

Position:

Date:



1. Please select from the below drop down menus to indicate how your organization/program aligns with the City of Cambridge's Strategic Plan.

The Goal selected should be from a subset of the Theme selected. For example, if you select Theme 1., the Goal should be 1.1 – 1.4.

2. Provide further details of how the program contributed to the City of Cambridge's strategic action.

3. Describe what the grant was used for.



4. Describe how the activities supported by the grant benefited the City of Cambridge community. (Ensure to refer to your original application)

5. Describe how successful you were in achieving your goals and objectives with the funding. (Ensure to refer to your original application – did you achieve this on time and within budget?)

6. Please provide information for each of the following performance measures.

	Total number of participants	Number of Cambridge residents	Commentary
Program participants:			
Seniors 55+			
Adults 18+			
Youth (under 18)			
Total participants			
Event attendees:			
Other (please specify):			



7. Please share a highlight or success story that shows the impact the grant had on the community. Do not include any personal information that may identify an individual.

8. Did your organization recognize the City's grant contribution? Yes/No

If yes, please select the ways in which you recognized the grant:

Recognized on organizations website

Provided a link to the City's website

Verbal acknowledgement at presentations and/or events

Invited members of City of Cambridge Council or staff to events

Acknowledgement on promotional materials

Other (please specify)



9. Financial Summary

Please provide the following financial information, specific to your grant request.

Revenue	Proposed Budget \$	Actual Revenue (projected to year-end if fiscal year not yet complete) \$
City of Cambridge Grant		
Fees or membership dues		
Revenue from other levels of government (please specify)		
Fundraising		
Other (please specify)		
TOTAL INCOME		

Expenses	Proposed Budget \$	Actual Expenses (projected to year-end if fiscal year not yet complete) \$
Please specify below		
TOTAL EXPENSES		
SURPLUS / (DEFICIT)		