



## 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. This report should be submitted to the City of Cambridge with your application for funding for 2021.

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 with your 2021 funding application to the City of Cambridge, Finance Division:

**Online:** Include when completing your application through the new grant funding portal

**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, 2020):

Mailing Address:

Apt/Unit:

Town/city:

Postal Code:

Contact Person:

Email:

Phone:

### Names of signing officers (2)

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 contributed to the goals and objectives outlined in the City of Cambridge's Strategic Plan.

The Objective selected should be from a subset of the Goal selected. For example, if you select Goal #2, the Objective should be 2.1 – 2.5.

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

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 for 2020 \$	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)		
<b>TOTAL INCOME</b>		

Expenses	Proposed Budget for 2020 \$	Actual Expenses (projected to year-end if fiscal year not yet complete) \$
Please specify below		
<b>TOTAL EXPENSES</b>		
<b>SURPLUS / (DEFICIT)</b>		