

Final Report Guidelines

African Nova Scotian Affairs



Notice to applicants using Mac OS systems: please ensure that you complete the form using the free Adobe Acrobat Reader (get.adobe.com/reader/). Right click or option-click and select Adobe Reader to open the file. If you complete the form in Preview mode the information on the form will not save or print correctly.

This report ensures the grant was used to accomplish the goal as described in your application.

For ANSA Use Only

Event end date:	Final report due date:	Application ID:
Final report approved: <input type="checkbox"/> Yes	Program Officer Signature:	

Applicant Information

Name of organization _____

Project title _____

Location(s) of project _____

Answer the following in your report:

1. Provide key highlights of the project, such as how did the project turn out in relation to your plans?
2. Describe what impact this project had on the attendees and the community.
 - What made the event successful?
3. How was the above measured? Include numbers or statistics if available.
4. How was the funding used? (Refer to your original application for the projected budget numbers.)

Final Budget

Items	Estimated (\$)	Amount Requested from ANSA (\$)	Actual	Notes
Administration				
Rentals and Purchases				
Travel (in province)				
Resources/Supplies				
Professional Fees				
Honoraria				
Marketing				
Other				
Revenue				
Other Funding				
Total Project Cost				

Authorized Signature _____ Print Name _____ Position _____ Date _____