

Final Performance Report

PROJECT CATEGORY DEVELOPMENT CATEGORIES

(Capacity Building, Professional Development, Community Initiative Programs)

Submit within three months after completing your project.

Applicants are required to submit a Performance Report to the City upon completion of their project or once annually in the case of on-going activities. Completed Performance Reports must be received in order to maintain eligibility status for future investments.

Name of Organization: _____

Address: _____

Postal Code: _____ Phone: _____

E-mail: _____ Website: _____

Contact Person: _____ Title: _____

PROJECT TITLE: _____

Actual Timeline: *from (d/m/y)* _____ *to (d/m/y)* _____

1. Describe the project or activities for which the investment was received. If applicable, indicate the ways the project or activities differed from your original plans and explain the significance of these changes.
2. Did the project or activities successfully achieve the objectives indicated on your application? Why? Why not?
3. What might have been done differently to improve the ability to achieve your objectives?
4. Provide applicable project/activity statistics (attendance figures, number of participants, etc.) as well as relevant materials (photos, brochure, press print, etc). Please provide the source and method of collecting your data.

Final Performance Report – For Project or Development Categories Only

5. Submit a copy of your final budget.

DECLARATION

We hereby certify that we are the authorized signing official(s) of the applying organization and that this application is accurate to the best of our knowledge.

Signature	Title/Position	Date
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Signature	Title/Position	Date
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