



Recreation Funding Committee
Schedule "G"



Grant Follow-up Form Process

Follow-up Form Process

Follow-up forms shall be submitted to the Town of Bassano by one of the following methods:

- Mail at P.O. Box 299, Bassano, AB, T0J 0B0 Attention: Recreation Funding Committee
- Hand delivered to Town Office – 502 – 2nd Avenue, Bassano.
- Emailed to cao@bassano.ca with subject line as "RFC Grant Follow-Up".

Follow-up form shall be completed 30 days after the project/program is complete.

All funded programs are required to complete this form. Failure to complete this form on time may result in ineligibility to apply for funding in the future.

1.0 Applicant Information

1.0 Recreation Grant Application Number – *Insert number found on your funding approval document/letter.*

1.2 Organization Name – *Insert the name of the organization you are representing. (e.g. Local Badminton Club)*

1.3 Mailing Address – *Insert the mailing address for the organization you are representing. (e.g. PO Box 000, Bassano, AB T0J 0B0)*



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2.0 Assessment

Project Completion and Needs Met – *Identify how the project met the needs of the community and how the funding helped to achieve this goal. Indicate any successes or challenges that the organization faced.*

3.0 Project Costs

Actual Project Costs – *costs must be listed on the form to show that the funds given were used based on the approved application.*

- Receipts must be included to show all program/project/event expenses (costs) and income (revenue) based on the approved application. Distribution of remaining funds may be reduced for ineligible expenses.

4.0 Follow-Up Form Agreement

4.1 Organization Name – *Same as 1.0 in Applicant Information*

4.2 Signatures/Positions – *A dual signature is required certifying the information in the document is true and accurate. The individual signing the application must have signing authority within the organization. Please provide the date the Grant Follow-Up Form was completed.*



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3.0 Feedback of Recreation Grant Process

Provide your organization's opinion/suggestions as to the effectiveness of this recreation grant application process. (e.g. Format suggestions, length, information requirements, etc.)