

## SHEVCHENKO FOUNDATION FINAL PROJECT REPORT

Name of Organization/Applicant \_\_\_\_\_

Mailing Address (office/headquarters) \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (contact person) \_\_\_\_\_ (Alternative) \_\_\_\_\_

Email of Organization \_\_\_\_\_ Website of Organization \_\_\_\_\_

Report completed by \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Amount of Funding Received \_\_\_\_\_

Project Title \_\_\_\_\_

Project Start Date \_\_\_\_\_ Project End Date \_\_\_\_\_

**Please attach a one to two-page *Narrative Report* containing the following:**

1. In three to four sentences please summarize the project description and purpose as submitted in your application.
2. State how the project fulfilled its purpose as submitted in your application. What was most successful about the project? What adjustments did you make as you took the project to its completion?
3. How many people participated in and/or attended your project compared to the projected numbers in your application? How many people visited your website and/or viewed your social media posts related to this project?
4. If your project included producing a physical entity (book, CD, art works) what were your projected sales as in your application and what are your actual sales at the date of the submission of this report?
5. What advice do you offer to others undertaking a similar project?

**Please attach a one-page *Financial Report* which:**

1. Shows the budgeted Revenue and Expenditures and the actual Revenue and Expenditures for the completed project.

**Please include any Additional Relevant Information such as program booklets, CDs, etc.**

**UPON COMPLETION of the project, please e-mail this report to:**

grants@shevchenkofoundation.ca

**or mail to:**

Shevchenko Foundation

202-952 Main St.

Winnipeg MB R2W 3P4