



# Municipality of Colchester Community Grant - Post Event Report Form

## Organization Information

Name of the organization \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_ Cell \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

## Proposal Information

Name of project/event \_\_\_\_\_ Date of project/event \_\_\_\_\_  
Amount of Municipal grant awarded \_\_\_\_\_ Location of event/project \_\_\_\_\_  
Estimated number of out of county attendees \_\_\_\_\_ Actual number of out of county attendees \_\_\_\_\_  
Estimated number of local attendees \_\_\_\_\_ Actual number of local attendees \_\_\_\_\_  
Please explain how your attendance estimates were found:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Event Promotion

How did this event/project promote tourism/economic spin off in Colchester County? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did you market outside of the local area for this event? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Cost Break Down

Percent of costs covered by Municipal grant funds \_\_\_\_\_

Percent of facility costs covered by Municipal grant funds \_\_\_\_\_

Percent of staff costs covered by Municipal grant funds \_\_\_\_\_

**Recreation Services  
Municipality of Colchester  
1 Church Street  
Truro, NS B2N 3Z5**

### Project/Event Financial Report

Please provide your budgeted and actual amounts in the table below. If not enough space, attach to the back of this document.

Revenue	Budgeted Amount	Revenue	Actual Amount
Municipal Grant		Municipal Grant	
Provincial Funding Received		Provincial Funding Received	
Federal Funding Received		Federal Funding Received	
Admission/Entry Fees		Admission/Entry Fees	
Vendor Fees		Vendor Fees	
Fundraising		Fundraising	
Donations		Donations	
In-Kind		In-Kind	
Program Sales		Program Sales	
Souvenir Sales		Souvenir Sales	
Other		Other	
Other		Other	
Other		Other	
<b>A. Total Revenue Balance</b>		<b>A. Total Revenue Balance</b>	

Expenses	Budgeted Amount	Expenses	Actual Amount
Personnel		Personnel	
Entertainment		Entertainment	
Supplies and Materials		Supplies and Materials	
Site Rental		Site Rental	
Equipment Rental		Equipment Rental	
Food		Food	
Programs		Programs	
Souvenirs		Souvenirs	
Marketing Total		Marketing Total	
Marketing Breakdown:	-----	Marketing Breakdown	-----
Newspaper Ads		Newspaper Ads	
Flyers		Flyers	
Radio		Radio	
Posters		Posters	
Web		Web	
Brochures		Brochures	
Other		Other	
Other		Other	
Other		Other	
<b>B. Total Expenditures Balance</b>		<b>B. Total Expenditures Balance</b>	

<b>C. Surplus or Deficit (A-B=C)</b>		<b>C. Surplus or Deficit (A- B=C)</b>	
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I certify that the information contained within is correct to the best of my knowledge.

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