

CCACS GRANT REPORTING TEMPLATE

CREATE/SPACE ARTS AND CULTURE INITIATIVE

In-Kind value received: \$ _____

GRANT RECIPIENT INFORMATION

Name of Workshop: _____

Mailing Address:

Street: _____

City: _____ Postal Code: _____

Telephone: _____ Email: _____

Website: _____ Facebook: _____

Project/Activities Contact Person:

Name: _____ Title within Organization _____

Telephone: _____ Email: _____

Please submit the following documents via USB, email, or hard copy to info@centralcaribooarts.com:

- ☐ Samples of marketing, outreach and promotional materials (including acknowledgements).
- ☐ Copies of press coverage (reviews, articles), if applicable.
- ☐ Photos related to your project or activities, if applicable, that can be used for reporting purposes.
- ☐ Any other relevant information, event agendas, evaluations, etc., if applicable.

OFFICE USE ONLY

Did the applicant acknowledge support from the CRD/City of WL via the CCACS in all promotional materials, advertising and programs related to the project/activities being funded?

Was the funding used specifically for the purposes outlined in the application, unless otherwise authorized?

Were CCACS Directors/Staff invited to attend performances/events/activities related to the grant, if applicable?

Was a complete final report received within two months of activities/project completion?

Other comments:

Section 2: Project / Activities Survey

EVENT DESCRIPTION: Please provide a brief summary of your event, including the type of workshop(s) you provided to the public and your main objectives in delivering this offering.

KEY SUPPORT: In what ways did the in-kind space allocation from the Central Cariboo Arts Centre impact your ability to host an offering like this? Without the support would you have been able to offer this workshop(s)?

Number of participants in project/activities in total: _____

COMMUNITY IMPACT: How did your event contribute to community engagement in arts and culture? What positive outcomes were you able to observe and did you receive any feedback?

ACKNOWLEDGEMENT: Please explain how you provided acknowledgement of funding to the Cariboo Regional District and the City of Williams Lake via the Central Cariboo Arts and Culture Society.

COLLABORATION AND PARTNERSHIPS: Did you event involve any partnerships or collaborations? If so, please note the positive impacts recorded as a result of those relationships, including volunteer involvement.

SKILL DEVELOPMENT and GROWTH: Did this offering provide any opportunities for participants to develop new artistic skills or knowledge? Please describe. How did this opportunity support YOUR growth as an artist, organization, or facilitator?

VENUE FEEDBACK: How well did the Arts Centre meet your workshop(s)/event needs? What suggestions do you have for improving this offering for future intakes?

FUTURE PLANNING AND SUSTAINABILITY: What lessons did you learn from this project? Do you plan to continue, expand, or adapt the project in the future? If so, what steps will you take and how likely would you be to seek out the CREATE/SPACE Arts and Culture Initiative in delivering that possible project?

Section 4: Declaration

I do solemnly declare that, to the best of my knowledge, all information contained in and attached to this report is complete and true in every respect.

Name: _____

Title within Organization: _____

Signature*: _____

*Typing your name above is equivalent to a signed declaration.

Date: _____