



REPORT BACK FORM

Social Planning Grants

AGENCY/ORGANIZATION INFORMATION

Project/event title: _____

Organization name: _____

Contact name: _____

Contact phone number: _____ E-Mail: _____

PROJECT GOAL & ACTIVITIES

1. Describe the project/event goal and activities (this section should align with the project/event details from your application form).

2. Describe how your project/event benefited the community. Did your project/event reach the target audience?

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RESULTS: SUCCESSES, CHALLENGES, AND LESSONS LEARNED

3. Describe your results. How did you measure the success of your project/event? Provide quantitative and qualitative metrics if possible.

4. Describe various partnerships and support from other agencies/community groups.

5. What achievements (as part of this project/event) are you most proud of?

6. What challenges, if any, did you encounter and how did you address them?

REPORT BACK FORM

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PROJECT/EVENT BUDGET

Amount of funding received: _____

Do you plan to continue this project/event in subsequent years? If yes, what are your plans and how do you intend to fund the project/event in the future?

Yes No

Please provide all expense details below. If you deviated from your original budget please explain why.

EXPENSE DETAILS	AMOUNT ALLOCATED	ACTUAL MONEY SPENT
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Date submitted: _____

For questions, or to submit your Report Back Form, please email socialplanning@nanaimo.ca with the completed form and all additional attachments (if applicable).

Collection and use of your personal information

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