



# 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?**

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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](mailto:socialplanning@nanaimo.ca) with the completed form and all additional attachments (if applicable).

#### Collection and use of your personal information

Information collected on this form is done so under the general authority of the Community Charter and Freedom of Information and Protection of Privacy Act (FOIPPA), and is protected in accordance with FOIPPA. Questions about the collection of your personal information may be referred to the Legislative Services Department at 250-755-4405, or via email at [foi@nanaimo.ca](mailto:foi@nanaimo.ca). Please also see our [Privacy Policy](#).