



Crossfield and District Recreation Funding

Project Completion Report - Operational Assistance Program

Purpose:

Organizations that receive funding through the Crossfield and District Recreation Board Operational Assistance Grant Program are required to submit a Project Completion Report.

This report provides the Recreation Board with information on how grant funding was used, the outcomes achieved, and confirmation that funding was spent in accordance with the approved application.

Section 1 - Organization Information

Organization Name:

Amount of Recreation Board Funding Received: \$

Date Funding Approved:

Reporting Period:

Section 2 - Funding Outcomes

1) Describe how the Operational Assistance Grant was used.

Please provide a brief summary of how the funding supported your organization's operations.

2) Did the use of the funding differ from your approved application?

☐ No

☐ Yes

If yes, please explain.

3) How did this funding benefit residents of Crossfield and District?

4) Approximately how many participants benefited from your organization's programs or services during this reporting period?

Municipality	Participants
Town of Crossfield	
Rocky View County	
Other Municipalities	
Total Participants	

5) Volunteer Contributions

Number of Volunteers:

Volunteer Hours:

Section 3 - Financial Summary

Funding Received

Funding Source	Amount (\$)
Crossfield & District Recreation Board Funding Received	
Other Grants	
Memberships / User Fees	
Donations	
Fundraising	
Other (Specify)	
Total Revenue	

Operational Expenses Supported by Recreation Board Funding

Please list the operational expenses that were supported by the Recreation Board funding.

Operational Expense	Budgeted (\$)	Actual (\$)
Total		

Budget Variance

Were there any significant changes between the approved budget and actual expenditures?

☐ No

☐ Yes

If yes, please explain.

Section 4 - Recognition

How did your organization recognize the Crossfield and District Recreation Board's funding contribution?

- ☐ Social Media
- ☐ Website
- ☐ Newsletter
- ☐ Event Program
- ☐ Signage
- ☐ Other:

Please provide examples or additional details.

Section 5 - Declaration

I certify that the information provided in this report is true to the best of my knowledge.

Applicant Name:

Title:

Signature:

Date:

Privacy Statement

Your personal information is being collected under the authority of section 4(c) of the Protection of Privacy Act (POPA) and will be used for the administration of the Crossfield and District Recreation Funding Program. Questions regarding the collection of this information may be directed to the Town of Crossfield.