



Crossfield and District Recreation Funding Project Completion Form - Capital Assistance Program

Purpose:

Organizations that receive funding through the Crossfield and District Recreation Board Capital Assistance Grant Program are required to submit a Project Completion Report upon completion of their project.

This report provides the Recreation Board with information on how grant funding was used, the outcomes achieved, and confirmation that project funds were spent as approved.

Section 1 - Project Information

Organization Name:

Project Name:

Amount of Recreation Board Funding Received: \$

Date Funding Approved:

Project Start Date:

Project Completion Date:

Section 2 - Project Outcomes

1) Describe the completed project.

Provide a brief summary of the work completed.

2) Did the completed project differ from the approved application?

☐ No

☐ Yes

If yes, please explain.

3) How has this project benefited residents of Crossfield?

4) Approximately how many people will benefit annually from this completed project?

Municipality

Participants

Town of Crossfield

Rocky View County

Other Municipalities

Total Participants

5) Volunteer Contributions

Number of Volunteers:

Volunteer Hours:

Section 3 - Financial Summary

Project Funding Sources

Funding Source	Amount (\$)
Crossfield & District Recreation Board Funding Received	
Organization Cash Contribution	
Donated Materials, Labour, or Services (In-Kind)	
Other Grants (Approved or Applied For)	
Other Funding (Sponsors/Fundraising/etc.)	
Total Project Funding	

Project Expenses

Expense	Approved Budget (\$)	Actual Cost (\$)
Total Project Cost		

Budget Variance

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

☐ 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
- ☐ News Article
- ☐ Event Signage
- ☐ Plaque
- ☐ Other:

Please provide examples or additional details.

Section 5 - Supporting Documents

Please attach the following:

- ☐ Copies of invoices and receipts supporting project expenses
- ☐ Photographs of the completed project
- ☐ Copies of recognition materials (if applicable)
- ☐ Other supporting documents (if applicable)

Section 6 - Declaration

I certify that the information provided in this report is true and complete 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.