****Final Report Form: Project Grants

**Overview**

You must complete this form to fulfill the terms and conditions of the grant you received from the Canada Council for the Arts. Final reports enable us to verify that the funded project has taken place, provide valuable information about the artistic sector, and help us measure and demonstrate the impact of our funding programs. The information you provide in your final report will not be shared with Peer Assessment Committees and will not be used for assessing future applications.

Individuals who are Deaf or who have disabilities, including those living with mental illness, and require accommodation at any stage of the grant process may be eligible for [additional assistance](http://canadacouncil.ca/commitments/equity/application-assistance).

**Confidentiality of Information**

The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.

**Submit your completed Final Report Form to:**

Program Name
Program Officer

Canada Council for the Arts
150 Elgin Street, P.O. Box 1047
Ottawa ON K1P 5V8

**OR**

firstname.lastname@canadacouncil.ca

programname@canadacouncil.ca

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GRANT HOLDER INFORMATION **\* required**

**Artist’s name or name of group/organization\***

**Name of representative** (groups/organizations only)

**File Number\***

**Mailing Address**

**Address\***

**City\***

**Country\***

**Province/Territory\***

**Postal Code\***

**Telephone Number\***

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| Provide a short description of the project and activities you undertook with the assistance of your grant from the Canada Council .\* (approximately 250 words) |
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| Summarize the key achievements of your project.\* If applicable, what challenges did you face? (approximately 250 words) |
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**Financial Information \***

You must submit a final budget. Complete the column labeled “Actual” in your copy of the application budget, and send it with your Final Report Form.

Note: For **representation and promotion** components, use the budget notes column to provide any additional information. For **travel components,** you must provide details of how you spent your grant funds.

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| For travel components only - Detail how you spent your grant funds (see guidelines for eligible expenses) |
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