



# COMMUNITY GRANTS Report/Accounting Statement



This report should include both a narrative and a line-by-line accounting of how the grant monies were spent.

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ POSITION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: (home/work): \_\_\_\_\_ EMAIL: \_\_\_\_\_

## NARRATIVE REPORT

Describe the impact that the grant has had on your organization. For example, did the grant monies improve or enable you to expand your program/event in any significant way? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If another organization was involved in the project, how did the collaboration work out? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe how you evaluate the success of this project. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## ACCOUNTING REPORT

**EXPENSES:**

**ACTUAL EXPENSE(S)**

**AMOUNT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL EXPENSES:**

**\$** \_\_\_\_\_

**REVENUE:**

**Town of Gibbons Grant:**

\_\_\_\_\_

**Your organization actual contribution:**

\_\_\_\_\_

**Actual contributions from other sources:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL REVENUES:**

**\$** \_\_\_\_\_

**Signature of person financially responsible for your organization**

**Date**

<b><u>THIS SECTION IS FOR OFFICE USE ONLY</u></b>	
_____	
Date report received	
_____	
Administration Signature	Date
_____	_____

Report must be submitted, **no later than January 31<sup>st</sup>** of the year following receipt of grant dollars, to:

Town of Gibbons  
P.O. Box 68  
Gibbons, AB  
T0A 1N0

Phone: 780-923-3331

Fax: 780-923-3691

Email: [gov@gibbons.ca](mailto:gov@gibbons.ca)

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of Section 33 © of the Freedom of Information and Protection of Privacy Act and **may become public information.** Questions regarding the collection of this information can be directed to the Town office at (780)923-3331, 4801 – 50 Avenue, P.O. Box 68, Gibbons, Alberta T0A 1N0.