



TOWN OF SHAUNAVON

EVENT FUNDING PROGRAM EVENT FOLLOW-UP REPORT

Follow-up Report: Due within 60 days of event end date.

Eligible Expenses must occur between: January 1st and December 31st of the current calendar year.

1. **Event Follow-up Report:**

- a. Every organization approved to receive funding must submit a completed Event Follow-up Report within 60 days of event end date.
- b. The Event Follow-up Report must include the following:
 - i. Completed Event Follow-up Report.
 - ii. Receipts or an audited financial statement to verify expenses

2. **Funding**

- a. The remaining 50% of the event funding will not be released until a completed follow-up report and receipts are submitted to the Economic Development Committee, and approved. The amount of submitted receipts must equal the amount of grant funding received to show how the full grant amount was used. Funds will only be given for the total amount of receipts received up to the approved amount.
- b. Any overages will not be considered.
- c. Funding will only be given for approved event expenses.

3. **Eligible Expenses**

- a. Marketing costs, including advertising, promotion and communications. This includes marketing material development/distribution, social media costs, print advertisements etc.
- b. Operating costs, equipment rentals and required supplies directly related to the event.
- c. Fees paid for live performers, coaches, instructors, artists etc.
- d. Other costs as deemed acceptable by the Economic Development Committee.

4. **Ineligible Expenses**

- a. Per diems, travel costs and employee wages.
- b. Donations to other events / organizations.
- c. Prizes, cash, gifts or awards of any type.
- d. Other expenses that the Economic Development Committee may deem inappropriate.

Name of Organization: _____

Grant Amount Approved: \$ _____

Name of Event: _____

Date(s) of Event: _____

Event Description: _____



How many people attended / participated in the Event? _____

How was this event marketed / advertised? _____

Would you consider this Event to be a success? How would you improve on it in the future? _____

EXPENSES (Receipts must be attached in order to be eligible)	AMOUNT (\$)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPESNES	\$

Project Grant Received: \$ _____

SUBMIT FOLLOW-UP REPORT TO: Shaunavon Economic Development Committee
 Box 820
 Shaunavon, SK. S0N 2M0
 OR EMAIL TO: shaunavonedc@sasktel.net
 OR Drop Off at the Town Office