



Community Workshop Series Grant – Final Report

Step 2 – Final Report

If you do not submit all of the required information, your application will not be considered. Contact us if you have any questions about the grant application.

Alberta Dance Alliance

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Step 2 – Final Report

Alberta Dance Alliance
Community Workshop Series
FINAL REPORT – CHECK LIST

Provide the necessary supporting materials mentioned in the submission checklist along with your Final Report. If you do not submit all of the information required on, or with, your Grant Application, it will be returned to you by mail.

STEP 2	<input checked="" type="checkbox"/>
1) Final Report	<input type="checkbox"/>
2) Receipts and/or Contracts	<input type="checkbox"/>
3) Sample of Marketing & Media materials	<input type="checkbox"/>
4) Feedback from participants	<input type="checkbox"/>

Report

Submit your final report and actual budget to ADA by email. Contact ADA by email if you have any questions about the final report.

Email info@abdancealliance.ab.ca
(Subject... Community Workshop Series Grant – Step 2, name of workshop)

Once your submission has been received, ADA will send a confirmation email within five (5) business days to confirm receipt of your application.

Alberta Dance Alliance
Community Workshop Series
FINAL REPORT – STEP 2

Name of Workshop

Date(s) of Workshop

Name of Coordinator

Name of Instructors

Provide a written final report of the workshop by responding to each of the questions listed below. Include a final budget of actual revenues and expenses. Final report should not exceed 500 words. Attach samples of marketing and media materials.

Of the outcomes described in your application, indicate which were achieved and which were not. Describe obstacles that were encountered and how they impacted the workshop. Describe the influence of the workshop on participants and the organization.

Alberta Dance Alliance
 Community Workshop Series
ACTUAL BUDGET – STEP 2

Budget must balance and cannot include costs for social expenses (e.g. parties, decorations, meals & alcoholic drinks). **Please verify expenses with receipts or contracts.**

EXPENSES

Participant Fees		x	\$	=	\$
	# of participants		fee per participant		
Other Grants	<i>(Please specify)</i>				= \$
_____					= \$
Fundraising	<i>(Please specify)</i>				= \$
_____					= \$
	Earned Revenue Subtotal				= \$
	Amount requested from ADA (max. \$700)				= \$
	Total Revenue				= \$

EXPENSES

Instructional Fee(s)	=	\$
_____		= \$
Instructional Staff Travel/Accommodations	=	\$
_____		= \$
Instructional Materials	=	\$
_____		= \$
	Instructional Costs Subtotal	
	=	\$
Advertising and Printing	=	\$
_____		= \$
Venue Rental	=	\$
_____		= \$
Administrative Costs	=	\$
_____		= \$
Other Costs	=	\$
_____		= \$
	Total Expenses	
	=	\$
	Total Profit or Deficit	
	=	\$

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