

## York-Credit Valley Area Council: Area Grant Feedback Report

*For all projects receiving Area funding, York-Credit Valley Area Council requires a written report within 12 months of having received the grant.*

*Grant money is to be used only for the purposes for which it was granted. Any monies not spent within 12 months of receipt of the grant should be returned to Area Council for re-allocation for other grants. A written request to extend this period will be considered by Area Council.*

Area Council uses grant feedback to determine directions for grant funding categories and to advise and inspire other parishes by sharing grant success stories. It also provides accountability for audit purposes.

**One of the conditions of future grants to an individual parish is receipt of a feedback report.**

### Section A:

Name of Project/Program: \_\_\_\_\_

Name of Parish/Congregation: \_\_\_\_\_

Total Actual Cost of Project/Program \$ \_\_\_\_\_

Council Grant \$ \_\_\_\_\_

Parish Contribution: \$ \_\_\_\_\_

### Section B:

**Please answer the following questions about the aims and outcomes of your project (in answering this, please refer to your remarks in Questions 7 and 8 of your application)**

- When you applied for funding, what was it that you intended the project/program to achieve?
- What did you do exactly?
- In what ways did the project/program meet or exceed your goals? (Consider this both qualitatively and quantitatively.)
- What was less successful?
- What were the biggest challenges and how did you seek to overcome these?
- What are the learnings for the wider Church from the experience?

**Please feel free to include pictures or video related to your project.**

Section C:

In a few words, please describe how well did your application budget match with your actual spending?

Complete the budget summary below, making adjustments as needed to fit your project.

**Project Costs**

Publicity/Printing	\$ _____
Food/Hospitality	\$ _____
Honorariums	\$ _____
Rental Costs	\$ _____
Other	\$ _____
TOTAL A	\$ _____

**Project Revenue**

Area Grant	\$ _____
Parish Grant (cash)	\$ _____
Other Grants	\$ _____
Gifts in Kind	\$ _____
Ticket Sales	\$ _____
Other Revenue	\$ _____
TOTAL B	\$ _____

**Project Surplus or Deficit**

TOTAL B less TOTAL A \$ \_\_\_\_\_

**Number of Project Participants**

Clergy/Staff	_____
Parish Members	_____
Parish Target Participants	_____
Non-parish Target Participants	_____
TOTAL	_____

Report submitted by (Name & Role): \_\_\_\_\_ Date: \_\_\_\_\_

Send a pdf copy of the completed form to Sue Willoughby at [swilloughby@toronto.anglican.ca](mailto:swilloughby@toronto.anglican.ca)