



**Project Title:** \_\_\_\_\_

**Non-Profit Organization (If Applicable):** \_\_\_\_\_

**Event Lead:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Please indicate how your City grant funding was spent:**

**Note:** only **eligible expenses** should be included below – please refer to the grant program’s Guidelines Booklet online at <https://richmond.ca/culture/citygrant.htm> to see which of your event’s expenses are eligible.

<b>Item</b>	<b>Description or Supplier</b>	<b>\$ Amount</b>
Supplies and Materials		
Rental of Event Infrastructure (e.g. tents, bouncy castles, tables, chairs, etc.)		
Food		
Sustainability Initiatives		
Artist Fees		
Marketing Materials		
Insurance		
	<b>TOTAL</b>	

**Grant amount received:** \_\_\_\_\_

**Total amount of grant funding used:** \_\_\_\_\_

**Total amount of grant funding unused:** *(if applicable)* \_\_\_\_\_

**Amount you/your organization contributed:** *(if applicable)* \_\_\_\_\_

**In 200 words or less, please summarize how the grant-funded activities helped your group accomplish the Neighbourhood Celebration Grant's goals?**

- *Encourage activities focused on connecting the Richmond community*
- *Encourage collaborations between residents, community organizations and Richmond-based artists*
- *Animate neighbourhoods, local business districts, or parks and open spaces*
- *Encourage community members to make new neighbourhood connections*
- *Facilitate intercultural connections and understanding*
- *Encourage sustainability considerations at events*

**In 200 words or less, describe the impact your event had on building neighbourhood connections:**

*What benefits were seen during and after the event? What changes have you observed as a result of your grant-funded activities? Did the event help to solve a problem or create opportunities for the future?*

**How many members of the community were directly involved with your event?**

	Description	Number of Individuals
<b>Volunteers</b>	<i># of people who helped plan, implement or accomplish the event</i>	
<b>Participants</b>	<i>Total # of people who took part in the event</i>	
<b>Artists</b>	<i># of Richmond-based artists involved</i>	

**Is there anything else you'd like to share with us about your experience with your grant-funded event (including suggestions for any future Neighbourhood Celebration Grant programs)?**

---

**Additional Deliverables:**

- I have provided two (2) photos of my event.
- I have provided two (2) completed photo waivers.

*Please select the option below which applies to your event:*

- I have leftover grant funding exceeding \$50.00 and will be providing a refund cheque to the City of Richmond within 4 weeks following the completion of my event.
- I do not have leftover grant funding exceeding \$50.00.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_