



# TOWN OF DRAYTON VALLEY

## YOUTH - ARTS, HERITAGE AND CULTURE GRANT

### FINAL REPORT FORM

Date of Final Report: \_\_\_\_\_

Type of Event/Program: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

#### EVENT INFORMATION

Name of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ to \_\_\_\_\_ Estimated # of participants/audience \_\_\_\_\_

#### REQUIRED ATTACHMENTS

1. An official letter from the appropriate organization, which verifies the date(s) and location of the event, and acknowledges the Applicant as a participant or competitor. This letter should also contain the organization's address, phone number, fax number, and name of the contact person.
2. Proof of participation in the event.
3. Proof of travel costs (receipts indicating the name of payee) as provided by commercial airline, train or bus company, or fuel receipts, being used as a means of transportation to the event, and mileage from town centre to event location.
4. Present a report of all expenses associated with attending the event (including travel, lodging, meals, registration fees, and other incurred expenses).
5. Present a report of all revenues secured in order to attend the event (including a list of all personal contributions, sponsorship, or funding requested and obtained from other sources).
6. Poster or brochure of event/activity/program if available.
7. In what ways did you acknowledge the Town of Drayton Valley's financial contribution? (Attach copies of any promotional materials on which the Town logo was included).
8. A brief paragraph stating what the impact of the youth's participation in the event was and how the youth has benefitted by attending?

**FINANCIAL INFORMATION**

**REVENUES**

Monies contributed by Applicant: \$ \_\_\_\_\_

Monies earned through sponsorships, donations and/or fundraising excluding all government support funding: \$ \_\_\_\_\_

Monetary value of gifts in kind received: \$ \_\_\_\_\_

Specify all Federal, Provincial and/or Municipal Government Support received:

\$ \_\_\_\_\_ Grant/Program Name: \_\_\_\_\_

\$ \_\_\_\_\_ Grant/Program Name: \_\_\_\_\_

\$ \_\_\_\_\_ Grant/Program Name: \_\_\_\_\_

Specify the monetary amount from all other funding sources: \$ \_\_\_\_\_

Total Revenues: \$ \_\_\_\_\_

**EXPENSES**

Travel by air\*: \$ \_\_\_\_\_

Oversized Baggage (only if required for participation in event): \$ \_\_\_\_\_

Travel by bus or train\*: \$ \_\_\_\_\_

Travel by personal vehicle\*\*: \$ \_\_\_\_\_

Specify all other expenses:

\$ \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Description: \_\_\_\_\_

\$ \_\_\_\_\_ Description: \_\_\_\_\_

\* Travel expenses must be supported by attachment of paid invoices or receipts.

\*\* Please verify the distance from town centre to your travel destination event location with the Alberta Motor Association or Travel Alberta. Maximum grant amounts also apply to mileage.

Total Expenses: \$ \_\_\_\_\_

**BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.**

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or designate of the organization or applicant, parent or guardian (for an applicant under the age of 18) receiving sponsorship.
3. I understand and agree that this Final Report for municipal sponsorship, or any information related thereto is not confidential information and may be released by the Town of Drayton Valley.
4. Applicant is 18 years of age or younger.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dependent Name (if applicable): \_\_\_\_\_

**MAIL TO:**

Town of Drayton Valley  
Youth - Arts and Culture Grant  
Box 6837  
Drayton Valley, AB T7A 1A1

**DELIVER TO:**

Town of Drayton Valley  
Youth - Arts and Culture Grant  
5102 - 52 Street  
Drayton Valley, AB

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

The personal information on the Youth Arts and Culture Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780)514-2200.