Neighbourhood Grant - Event Completion Report (Round 4)

Now that your group's event has been completed, please let us know: what impact your group had in your community, your challenges and successes, and how you spent your Neighbourhood Grant.

What you tell us will help us tell your collective story to City Council and the larger community, and help the team make improvements to the program. We encourage you use parts of this Report to tell your story of success to your local community. Spread the word about the good work your group is doing so that you can attract more support!

To remain in good standing, resident-led groups who receive a Neighbourhood Grant need to report online and at their local Neighbourhood Planning Table.

Please note that the results and the content of the report may be shared with Social Planning Toronto, relevant City of Toronto stakeholders and other funders.

Deadline: September 30, 2019

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How to use this online form:

View/print a preview of the Neighbourhood Grants questions in advance.

You do not have to complete this form in one sitting. You may return to your online form at any time before you submit to add or update your information.

- "Pause" instructions - The following steps describe how to save your work so that you can complete it at a future time:
- After you finish answering ALL the questions on a page, click the "Next" button.
- When you reach the next page, click the "pause" link at the bottom of that page. This will save the information on all the previous pages.
- You will then be directed to a new page, which will display a personalized link to your form. You can copy and paste this link into a document and save it to your computer, create a bookmark of the link in your web browser, or write it down on paper to refer to later.
- To continue working on your saved form, copy and paste the personalized link into your web browser. The link will take you to the page you have not filled out yet. You can edit/view all of the responses you've provided so far by going to the end of the page and clicking 'Back'.
- After you click the "Finish" button on the last page of the on-line form, you will no longer be able to edit your answers.
- Please fill out all the questions on a single page in order for the page to be saved. Please fill out the questions or put "N/A" or 0 where applicable. Please don't leave any cell blank before you leave the current page by clicking "Next" or "Back" button.

The information on the page will ONLY be saved when all the questions on the page have information filled out.

Special Needs & Disclosure of Information Accommodation of special needs (e.g. documents in alternate formats, sign-language interpreters, off-hour meetings) is available as required to ensure that groups can fully participate in the funding process. For accommodation of special needs, please contact the Supervisor, Community Funding at 416-392-8334 or by email at cgis@toronto.ca. As mandated by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, s. 27 and By-Law 974-1998, all information collected on this form, including personal information may be subject to full public disclosure which may include posting to a web site. Questions about this collection can be directed to the Supervisor of Community Funding at City Hall, 15th floor, East Tower, 100 Queen Street West, Toronto, ON M5H 2N2 or by telephone at 416-392-8334. Complete this project completion form and report on your entire project, from the start date to the end date.

Page 2 - Contact Information

* 1. Are you authorized by your group to complete this report?

  ○ Yes   ○ No

* 2. Please provide your group name:

* 3. Please provide the name of your event:

* 4. Name of primary contact person (first, last):

* 5. Phone number of primary contact person (###-###-####):

* 6. Email address of primary contact person:

* 7. Position/title of primary contact person:

Page 3 - Event Information

* 8. Location of Your Neighbourhood Event: Please provide the address, if possible/ If it was a park, please provide the name of the park. If it was another public space without an address, please provide the cross-streets:

* 9. Actual Event Start Date

day: month: year:

* 10 Actual Event Completion Date (if it was a one day event, please select the same date as the start date)

day: month: year:

* 11 Please tell us briefly what happened at your Neighbourhood Event. (approximately 100 words)

* 12 Did you make any changes to your activity/event from your original plan? Please explain. (approximately 100 words)

* 13. Total number of participants who attended your event (number only please):

* 14.Total number of volunteers who helped to plan and implement your Neighbourhood event (number only please):

Page 4 - REFLECTION

* 15.What is the one <u>success</u> your group is most proud of? Please share one quote about the activity/event's success with us.

* 16.Share one major <u>challenge</u> your group faced in planning or carrying out your event.

17. If you were assisted by a coach/mentor, were you able to receive <u>support</u> from them? Please provide 1-2 examples of the type of support you received.

* 18.After the activity/event, are you more connected to other residents, service providers and businesses in your neighbourhood? Partnerships can be with other neighbourhood groups, agencies, businesses, schools, places of worship, etc.

○ no new partners   ○ 1 - 2 new partnerships

○ 3 - 5 new partnerships   ○ 6- 8 new partnerships

○ more than 8 new partnerships

Page 5 - COST BREAKDOWN & IN-KIND SUPPORT

* 19.Please provide a list of the event/activity costs. Please use the budget you submitted with your application as a guide and then show the exact actual amounts spent. Please round off your numbers to the nearest dollar (no cents). For lines you don't need, please click N/A (for not applicable).

	Budget Description	Amount Spent	N/A
Item 1			○
Item 2			○
Item 3			○
Item 4			○
Item 5			○
Item 6			○
Item 7			○
Item 8			○

Item 9			○
Item 10			○
TOTAL			○

* **20** Donations to your project: If you received any cash or in-kind donations to your project, please list them below. In-kind is any contribution other than money, such as space, supplies or services such as people from a partner group who helped your event. Please list all in-kind support your group has received for your project. If you didn't get any donations, please click N/A (for not applicable).

	Partner, Individual or Group Name	Item Donated	N/A
Donation 1			○
Donation 2			○
Donation 3			○
Donation 4			○
Donation 5			○
Donation 6			○

Page 6 - ADDITIONAL INFORMATION

21. Is there anything else that you would like to share with us about your activity/event and/or the Neighbourhood Grants' program? (approximately 200 words)

22. Is there any other feedback about Neighbourhood Grants that you would like to share? Please provide feedback below.

* **23** Our group and our mentor consent to be contacted by the City of Toronto regarding other opportunities.

○ Yes   ○ No

* **24** By submitting this project completion form, I agree that the information submitted is accurate and complete to the best of my knowledge.

○ Yes   ○ No

Your responses have been registered!

Thank you for taking the time to complete the report, your input is valuable to us. Please contact Carolyn Doyle at Carolyn.Doyle@toronto.ca if you have any questions.