

Festivals & Events Micro Grant Final Report

Event Information

Event Name:

Event Date(s):

Organization Name:

Event Attendance:

Estimate Submitted
with Grant:

Actual:

Please explain your methodology for determining actual attendance numbers?

Event Summary

Once completed, please send the send the Final Report to eventsmicrogrant@edmonton.ca

Organizations are strongly encouraged to include 3-5 pictures of their festival/event.

Briefly restate how you planned to use the grant funding as outlined in your grant application.

Were any changes to your event necessary? If so, please describe.

What effects did the changes have?

What were the goals and objectives of the event as outlined in your grant application? Were they achieved? Please explain.

Share your successes in hosting this event.

Share your challenges and lessons learned in hosting this event.

**Has this grant made a difference in your organizations ability to host events?
Please explain.**

Please explain any plans to grow, change, or maintain the event in future years.

Total Expenses	\$0	\$0

Examples of Types of Revenue: grants (please list each one separately), sponsorship, in-kind donations, fees (admission, registration, etc), merchandise sales, food and beverage sales, etc

Examples of Types of Eligible Expenses: volunteer supplies (food, branded event clothing, etc), event infrastructure (tents, stage, portable toilets, etc), artist and performer fees, marketing and communications, civic service costs (parkland fees, road closure costs, permits, etc), etc

Ineligible Expenses Include: capital expenses such as construction, renovations, repairs or purchase of major equipment such as computers, video recorders or power tools. Volunteer gifts. Alcohol or cannabis purchases. Allowances or personal expenses for registrants or participants. Base organizational costs such as salaries or expenses for existing staff, office/administration fees, utilities, rent and/or rental of organization facility (e.g. office)