

# Festival and Special Event Grant

## FINAL REPORT



A Final Report and Financial Statement ***must be submitted within 90 days*** of the conclusion of the event. Failure to file this information may result in rejection of future applications.

**No handwritten** Final Reports will be accepted.

### 1. Project Summary

- a. Goals achieved and factors influencing outcomes
- b. Major variances from original application

### 2. Statistics

- a. Attendance figures
- b. Estimation of demographics and origin of patrons if available
- c. Number of volunteers

### 3. Budget

- a. Final accounting of event revenues and expenses
- b. How were the City's funds expended?

### 4. Media Exposure

- a. Representative samples of photos from event if available
- b. Media coverage (print, radio, TV)

### 5. Recognition

- a. Identify how the municipalities' contributions were recognized

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**Submit Completed Final Reports to Parks and Community Development:**

**Email:** [parks@whitehorse.ca](mailto:parks@whitehorse.ca)

**Location:** 4061 – 4<sup>th</sup> Avenue (Sport Yukon Building)

**Mailing Address:** 2121 – 2<sup>nd</sup> Avenue Y1A 1C2