



# Final Report Guide & Sample

Questions?  
Contact us:

**Grants Coordinator  
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Each section of  
the Final Report  
Form has a  
corresponding  
explanation in  
this guide.

The online grant  
portal does not  
auto-save. Be sure  
to save your report  
on a regular basis  
while completing.

The final report is an essential part of the CIF grant process. It is an opportunity for your organization to reflect on your program, share program successes, and account for the dollars spent.

Grant recipients are required to submit a final report for each CIF grant they receive. The report must be submitted within 60 days after the program end date and must include evidence of eligible expenses which may include copies of receipts, invoices, payroll records, etc. If you do not submit your report by the due date, you will not be eligible to apply for any future CIF funding until the grant file is closed.

The CIF final report form can be accessed, completed and submitted through your [CIF online account](#). When completing your final report in the grant portal, be sure to save your progress often. The report does not auto-save and unsaved information cannot be retrieved if a problem is encountered. Please save your report as soon as you start and continue to save it on a regular basis to avoid any issues.

The final grant payment of 20% (or adjusted amount based on actual expenses) will be released when all reporting requirements have been met. Recipients may be requested to repay funds to CIF if actual expenses are less than the funding provided, if expenses being claimed are ineligible for CIF funding, or if expenses are different than those approved in the original application due to significant program changes not approved by CIF prior to implementation.

If you have questions, need additional assistance, or have suggestions for improving this guide, please contact Carrie Smith, CIF Grants Coordinator at 306.780.9396 or by email at [grants@cifsask.org](mailto:grants@cifsask.org).

## Results and Outcomes

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### Program summary:

Provide a clear and concise summary of your completed program, describing the primary activities, participants, and key partnerships. Describe how your program was successful in addressing the goals identified in your application.

### Changes to program:

Describe any changes to the program and why they occurred, as well as any unexpected results. No matter how carefully a program is planned, adjustments often need to be made during implementation. If you have made changes, describe them and explain why they were needed. Please note that any significant changes to your program require approval from CIF in advance through our amendment process. Share any unexpected results your program experienced – good or bad, the lessons learned, and how you may adapt your program going forward should you deliver it again.

### Result statements:

In your application you selected one or more result statements that most closely aligned with a goal your program planned on achieving. Your application also noted how you intended to measure and evaluate the success of your program (this may have included surveys, participant tracking, interviews, etc.). Reflect on your measurement and evaluation results and demonstrate how your program outcomes achieved each statement you selected.

### Type of supports provided:

Select the types of supports that were provided to participants. Supports enhance program delivery by reducing barriers for participants. Supports may include offering transportation, companions, accessible locations, free or subsidized registration, and/or by ensuring the program is culturally appropriate.

### Number of participants to receive support:

Indicate the number of participants that received support to participate in this program.



## Demographics

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### Primary participants:

Comment on the primary participants who benefitted from your program. Give a brief description of your participants and provide any additional information on the demographics included in your program.

### Participants per age range:

Enter the number of program participants in each age range.

### Demographics of participants:

Select the demographics that best describe the primary participants who participated in your program. For each selected, report on the actual number of participants for that demographic. While many people may indirectly benefit, count only those that directly participated or benefited (e.g. number of registrants). Participants who fit in more than one demographic may be counted more than once (for each demographic).



## Program Budget

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General operating expenditures can be claimed up to a maximum of 20% of the approved grant amount (or adjusted amount based on actual eligible expenses) provided the category was requested in your application.

Do not include in-kind contributions (donated supplies or volunteers) in this section as this is requested elsewhere in the report form.

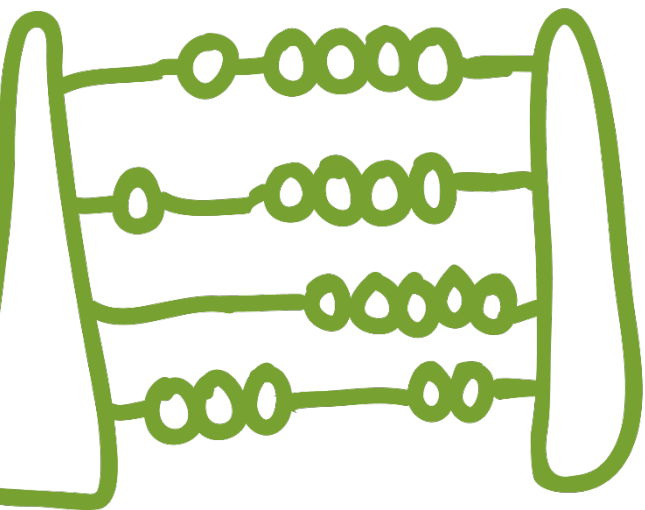
### Original anticipated program budget:

Your original program budget will appear as you had provided in your application.

### Actual program revenue and expenses:

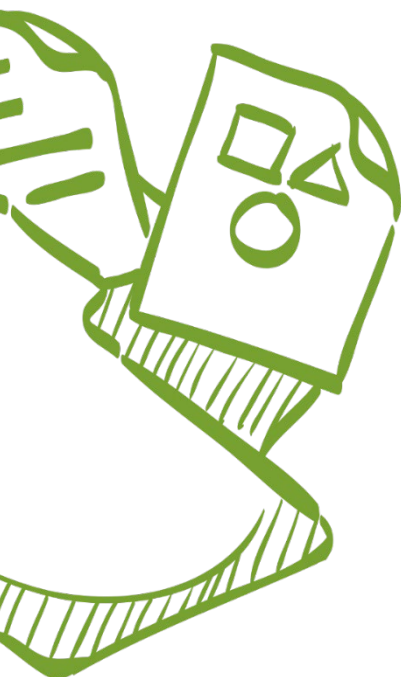
Report your final, actual revenue and expenses. These should be specific to the program and not your overall organizational finances. When entering amounts, use round numbers only (no cents/decimals). Review your entries carefully to be sure you have included all program-related revenue and expenses, and the numbers are entered correctly.

- **Revenue:** Complete a line for each revenue source for your program. Click the (+) button, then use the pull down menu to select the funding source, enter the amount, and click save. Make sure you include your CIF granted amount in this section.
- **Expenses:** Complete a line for each program expense. Click the (+) button, then use the pull down menu to select the expense category, enter the actual amount spent, provide a description, and click save. The description for each category should include a breakdown of costs where needed. For example, the description of the salary expense category should include the titles of the positions being funded and the amount going toward each. Additional details can be included as an attachment and may be requested if further information is required.



Refer to the program [guidelines](#) & your grant approval letter to ensure expenses being claimed are eligible for CIF funding.

All expenses must fall within the indicated start and end date of the grant. Expenses incurred before or after the grant period will not be eligible.



## Evidence of Eligible Expenses

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Eligible expenses are program delivery expenses that have been approved by CIF through your initial grant application or through an amendment request prior to implementation. Refer back to the [guidelines](#) as well as your grant approval letter to ensure the expenses being claimed are eligible for CIF funding. CIF funds are not to be used for ineligible expenses or for expenses identified as ineligible in your grant approval letter.

Organizations must upload and submit evidence of eligible expenses which may include receipts, invoices, payroll records, or other documentation relating to your program. Please note, eligible expenses must fall within your program start and end dates as identified in your approved grant application. Original documents and receipts must be kept by the grant recipient for seven years as per recognized accounting principles.

- Supplies directly related to program delivery can be claimed by providing legible receipts and invoices, which should indicate what has been purchased and for how much. Only copies of actual receipts and invoices will be accepted, do not include cheque stubs, internal documents, or credit card slips.
- Salaries for employees directly involved in program delivery can be claimed by providing official payroll records indicating the position being paid, payment dates, gross wages, and deductions. To ensure the confidentiality of individual private information, do not include (or remove) personal information such as social insurance numbers from the documentation provided. Timesheets are not accepted.
- Independent contractor fees directly involved in the delivery. Fees paid to contractors such as program instructors and facilitators can be claimed by providing an itemized invoice issued by the contractor detailing the services the contractor is being paid for.
- Traditional Knowledge Keeper/Elder and Elder Helper Honorarium. It is protocol, or the common and accepted practice, to provide honoraria for the knowledge, teachings, and time being given. Honorarium expenses can be claimed by providing a receipt. A template can be found [here](#). If using your own receipt form, be sure to include the name and address of the recipient, the date and description of engagement, the amount paid, and signatures from both the recipient and the grantee representative providing the honorarium. Offerings of tobacco, broadcloth, and/or tea may be included as part of eligible program expenses and can be claimed with receipts.

(Continued →)

## Evidence of Eligible Expenses *(continued)*

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Unused CIF funds, or funds used for purposes other than what was approved, must be returned to CIF. Failure to satisfactorily close your grant file will restrict your access to any future CIF funding.



- Travel expenses must be approved in order to be claimed and are only eligible in situations where program participants are being transported or where travel is required to deliver the program being offered. Expenses can be claimed by providing a detailed travel log along with receipts. This includes receipts for bus/taxi fare, vehicle rental, and either gas or mileage at 30 cents a kilometer. Out of province travel is ineligible unless it was demonstrated at the time of grant approval that resource people, such as facilitators, were not available within the province. Travel not directly related to program delivery would be considered operational in nature, which can be claimed under the general operating expense category.
- Food expenses when demonstrated as an important component of program delivery at the time of grant approval, can be claimed with legible receipts. Food must be healthy and nutritional according to Canada's Food Guide.
- Facility rental fees can only be claimed when additional temporary space is required for program delivery and if the expense was approved. Provide an invoice that indicates the daily rental amount for the space required to hold the program. This line item is not intended to cover your existing office space, which can be claimed under the general operating expense category. For municipal grantees, the use of town-owned facilities is considered a general operating expense and can be claimed under that category.
- General operating expenditures can be claimed up to a maximum of 20% of the approved grant amount (or adjusted amount based on actual eligible expenses) provided the category was requested in your application. General operating expenditures includes items not directly related to program delivery such as supervision, accounting, administration, insurance, rent, repairs, office supplies, travel, telephone, utilities, and fundraising expenses. Documentation is not required for expenses claimed under this category.
- An audited financial statement may be provided as evidence of eligible expenses if it has been prepared by a recognized audit firm, has been signed by two Board members and clearly outlines the CIF grant received as well as specific expenses related to the program.
- To upload evidence of eligible expenses click the (+) button, select or drag the appropriate files into the pop-up window then click 'start upload'. Files have been successfully uploaded once it states 'upload complete'.

## Other Contributions

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### In-kind goods or services:

In-kind goods and services are contributions that others in your community are providing free of charge to your program. Contributions could include volunteer hours, professional services, donated program supplies, waived facility or equipment rental fees etc. These contributions do not replace eligible expenses and should not be included in the budget. Indicate the in-kind goods or services that were contributed to your program by providing the name of the person, company or organization, a brief description of their contribution, and its estimated value. In-kind contributions indicate that there is community support for your program and is important to include in your report.

### Acknowledgement:

Indicate how CIF was acknowledged for its support of this program by selecting the appropriate options.

## Certifications

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By typing your name and entering the date you are certifying that the information contained in this report and any attachments are complete and accurate, and that CIF funds were used only for the program and expenses as approved by the CIF Board of Directors and as stated in this report.

## Submitting your Final Report

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After you have completed your final report, click the save button in the bottom right corner. When you are ready to submit, click on the submit button in the same area. A box will pop-up asking for additional notes. Anything you add in this box will not be seen, so ensure all the necessary information is in the report. You can leave this box blank and click 'OK' to finalize your submission.

If there are errors in your final report, you will see a pop-up outlining what needs to be fixed before submitting. The questions that need to be completed or edited will be highlighted in red. Once you fix all the highlighted areas, save and submit your final report again. You will receive an email notification that the report has been successfully submitted.





Questions?  
Contact us:

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## Request for Revisions

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In some cases, there may not be enough information provided to close the grant file. When this occurs, you will be notified by email that the final report has been sent back with a request for more information. In your online account, you will find the report under the *Feedback Required* tab under Reports. Please review the comments outlining the reasons why the report was not accepted, provide the required information by using the edit button and then save and resubmit the report.

## Money Returns & Closing of the Grant File

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If a money return is required you will receive an email notification indicating the amount owed. Please make the cheque payable to the Community Initiatives Fund and send it to our 1870 Lorne Street, Regina, SK, S4P 2L7 office location. Once all reporting requirements have been met, you will be notified by email that the grant file has been officially closed.

## Final Payments & Closing of the Grant File

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If the report has been approved and you are eligible to receive a final payment based on program expenses, you will receive an email notification outlining the amount of the final payment and that the grant file is now closed. Final payments will be mailed to the organization and should be received within two weeks of the notification.







# Final Report Sample

## Grant Information

Grant Number: AG:20-05592  
Organization: Anytown Centre for Inclusion and Learning  
Program Name: Inclusive Social Club  
Grant Approved Amount: \$18,500

The portal does not auto-save. You must click the **save** button to ensure your data will not be lost. Be sure to save your form often.

## Results and Outcomes

### Program Summary

**Provide a summary of the program describing the primary activities, who participated, and how successful the program was in achieving the intended results.**

The Inclusive Social Club provided healthy and active lifestyle opportunities throughout the year to 70 young adults with physical disabilities in Anytown. The Anytown Family Centre partnered with us and assisted with participant recruitment contributing to this successful increase in participation numbers. Barriers such as accessibility, transportation, preparation requirements and other unique needs were reduced for participants. Participants were transported to and from their homes twice a month and participated in accessible activities they chose for themselves, including: swimming, bowling, cooking, dance classes, crafts, and attending community events. There are presently very few programs available in our community that offer access to community resources with their peers, making this program significant to the quality of life for participants.

The Inclusive Social Club was led by a volunteer committee of 5 vibrant young adults with and without disabilities that worked with staff to plan and carry out bi-monthly social, recreational, and physically-active programming. Our staff mentored the committee, increasing their leadership and programming skills (planning, promoting, implementing, and evaluating). Together, the team actively recruited and orientated 18 volunteer university students who assisted with program implementation. Activities took place in our community with different venues visited throughout the year.

The program met all its objectives. First, it reduced the number of barriers that young adults with disabilities encounter to participate in community social activities. Second, it provided young adults the chance to actively engage in leadership opportunities and to participate in the community in a meaningful way. Finally, the Social Club is an opportunity for all young adults in the community to develop skills, participate in community activities and work alongside their peers. Each year our participants complete surveys and we continue to see them become more engaged and less isolated which leads to healthier lives. The number of new and returning volunteers has increased each year, and many volunteers have reported that the experience has improved their skills and added to their education.

**Describe any changes to the program and why they occurred, as well as any unexpected results.**

Our program was estimating 60 participants overall however, our participant recruitment partnership with the Anytown Family Centre led to an increase in participant numbers. We are pleased to report we had 70 participants, 10 more than previously estimated. The increase in participation numbers put some pressure on our transportation budget. After consulting with CIF, we adjusted our budget as needed to ensure everyone who needed transportation support was able to access this service to attend our bi-monthly activities.

**In your application you selected the following results statements for your program. For each statement provide the evaluation results.**

Individuals participate in learning, culture and recreation programs.

We have been given very positive feedback from the focus group sessions we held and the completed participant questionnaires we received. Some highlights include: 90% of members saying they learned new skills. Each year we offer different activities based on suggestions from the participants and we always try some new activities that have not been done by our group before. The program provided a wide variety of community-based learning, cultural and recreational opportunities. Examples of activities include: dance classes, swimming, bowling, cooking/baking, and various crafts. These opportunities were generated in response to the unique goals of each participant, and included learning opportunities (e.g. dance classes and cooking) and exploring recreation across Anytown.

Individuals feel a sense of belonging in their community.

The principal goal of the Inclusive Social Club is to provide participants with enhanced recreational, leisure and social opportunities through the facilitation of planned activities with their peers. It is an initiative that removes barriers and impacts the lives and attitudes of all involved. By providing well-coordinated scheduled activities, reliable transportation, well-trained basic personal care assistance, and an enthusiastic, caring, and safe atmosphere in which to socialize, participants are able to develop deeper relationships, greater self-confidence, and further belonging in our community. The focus group sessions we held and the questionnaires that were completed by participants have provided us with very positive feedback. Some highlights include: 90% saying they are getting out of their home more often, and 80% saying they are more confident interacting with other people in the community. Many of our participants have told us how they feel more engaged in the community, and that they believe Anytown has become more accepting of people with disabilities. The strength of our program has grown our group from 50 to 70 individuals.

**What types of supports were provided?**

- ☒ Transportation
- ☐ Free Registration
- ☐ Subsidized Registration
- ☒ Companion
- ☒ Program Offered in Accessible Location
- ☐ Culturally Appropriate
- ☐ Other

Indicate the number of participants that received support to participate in this program.

70

This section provides the opportunity to demonstrate how your program achieved the result statements you selected in your application. This section will display different questions depending on which result statements were selected.

## Demographics

**Describe the primary participants who benefitted from your program and provide any additional information on the demographics included.**

The program provided healthy and active lifestyle opportunities to 70 urban young adults experiencing physical disabilities from the Anytown community. The participants ranged from 18 to 25 years of age.

**Please enter the number of program participants in each age range below.**

Early years 0 – 5 years	<input type="text"/>
Children 6 – 11 years	<input type="text"/>
Teens 12 – 16 years	<input type="text"/>
Youth 17 – 25 years	<input type="text" value="70"/>
Adults	<input type="text"/>
Older Adults (55+ years)	<input type="text"/>
<b>Total Program Participants:</b>	<input type="text" value="70"/>

**Please select the demographics of your actual program participants.**

First Nations Métis Newcomers 2SLGBTQ+ People living in poverty At risk youth People with chronic illness People with intellectual/ cognitive disabilities Rural residents Volunteers Nonprofit Board members Nonprofit staff	> <	People with physical disabilities Urban residents
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Select the demographics that best describe the primary participants of your program. Your application will have outlined participation estimates, this section is to report on number actuals.

**For each selected, please also report back on the number of participants who fall under that demographic. Participants who fit in more than one demographic may be counted more than once (for each demographic).**

Each demographic selected will open a new field to complete.

People with physical disabilities

Number of participants  
with Physical Disabilities

Urban residents

Number of Urban  
Residents:

## Program Budget

Below is your original anticipated program budget as provided in your application.

Revenue Source(s):	Amount	
Municipal Government	\$5,500.00	
Other – <i>Abilities Grant</i>	\$11,200.00	
Registration Fees - \$50 x 60 participants	\$3,000.00	
CIF Request	<b>\$18,500.00</b>	
<b>Total Budgeted Revenue:</b>	<b>\$38,200.00</b>	
Expenses	Total Expense Amt	CIF Amount
<b>Staff Salaries</b> – Program Coordinator - 90 hrs/month x 12 x \$20 = \$21,600 Benefits - \$3,400	\$25,000.00	\$8,000.00
<b>Contract Fees</b> – Dance instructor fees (\$75/session x 20 weeks). Cooking instructor fees (\$75/session x 20 weeks)	\$3,000.00	\$3,000.00
<b>Program Supplies</b> – Craft supplies (paint, brushes, paper, markers, etc.) - \$400, cooking containers - \$100.	\$500.00	\$500.00
<b>Facility Rental</b> – Bowling alley -\$100, dance class space - \$500, cooking facility - \$600.	\$1,200.00	\$1,200.00
<b>Advertising / Promotion</b> – Posters and social media ads for the program	\$250.00	\$150.00
<b>Food / Nutrition</b> – Food for cooking program (\$1,100) Healthy snacks at each activity (\$950)	\$2,050.00	\$1,150.00
<b>Other</b> – Cab fare for participants who require transportation	\$1,200.00	\$800.00
<b>Operational Expenses</b> – Accounting, insurance, utilities, etc.	\$5,000.00	\$3,700.00
<b>Budget Expenses Total:</b>	<b>\$38,200.00</b>	<b>\$18,500.00</b>

Click on the (+) icons below to report your final, actual PROGRAM revenue sources and expenses. These should be specific to THIS program and NOT your overall organization budget/expenses.

Include all program revenues and expenses. Where requested, additional details should be included as an attachment. Do not include in-kind contributions such as donated supplies or volunteers.

### Report an Actual Program Revenue Source



Revenue:	Amount
Municipal Government	\$5,500.00
Other	\$11,200.00
Registration Fees	\$3,000.00
CIF Request	<b>\$18,500.00</b>
<b>Total Budgeted Revenue:</b>	<b>\$38,200.00</b>

Refer to the guidelines as well as your grant approval letter to ensure expenses are eligible. Do not include in-kind contributions such as donated supplies or volunteers in this section.

### Report an Actual Program Expense



Expenses:	Total Expense Amt
Staff Salaries / Benefits	\$25,000.00
Contract Fees	\$3,000.00
Program Supplies	\$500.00
Facility Rental	\$1,200.00
Advertising / Promotion	\$250.00
Food / Nutrition	\$2,050.00
Other	\$1,200.00
Operational Expenses	\$5,000.00
<b>Total Expenses:</b>	<b>\$38,200.00</b>

Operational expenses can be claimed to max of 20% of the approved grant amount. General operating expenditures must be accounted for under the General Operating category – NOT the 'other' category.

## Documents – Evidence of Eligible Expenses

Grantees must upload and submit evidence of eligible expenses which may include legible copies of receipts, invoices, payroll records or other expense documentation relating to your program. **Please refer back to the CIF guidelines as well as your grant approval letter to ensure the expenses being claimed are eligible for CIF funding.** Eligible expenses must fall within your program start and end dates as identified in your approved grant application.

- To ensure the confidentiality of individual private information, remove personal information from the documentation provided. For example, remove social insurance numbers from payroll records when reporting on wage expenses.
- An audited financial statement may be submitted as evidence of eligible expenses if it has been prepared by a recognized audit firm, has been signed by two Board members and clearly outlines the CIF grant received as well as specific expenses related to the program.
- Original documents and receipts must be kept by the grant recipient for seven years as per recognized accounting principles.

Unused CIF funds, or funds used for purposes other than what was approved, must be returned to the CIF.

Failure to satisfactorily close your grant file will result in your organization becoming ineligible for future CIF funding.

Please refer back to the guidelines as well as your grant approval letter to ensure the expenses being claimed are eligible for CIF funding.

All program receipts must be legible, indicating what has been purchased and for how much. Only include copies of actual receipts or invoices – do not include cheque stubs, internal documents, or credit card slips.

Where requested, additional details should be included as an attachment.


If possible, please upload your documentation as one electronic file.

Audited Financial Statements 

Payroll Record 

Actual Receipts 

If you need to upload additional documents, please use the documents box below by clicking on the +.

Report Attachments 

## Other Contributions

Indicate the type(s) of in-kind goods or services that were contributed to the program and their approximate value.

**Contributor Name:**

**Dollar Value**

Local sports teams and culture organizations

\$1,000.00

Add a contributor 

How many volunteers were involved directly in the delivery of the program?

18

Approximately how many total volunteer hours were contributed to the program?

161

Indicate how the Community Initiatives Fund was acknowledged for its support of this program.

☐ Annual Report

☒ **Posters**

☒ **Social Media**

☐ Brochure

☐ Public Announcement

☐ Website

☒ **Email Newsletter**

☐ Signage

☐ Other

☐ Media Release

## Certifications

I hereby certify that the information contained in this report and any attachments are complete and accurate, and that Community Initiatives Fund funds were used only for the program and expenses as approved by the Community Initiatives Fund Board of Directors and as stated in this report.

Please type your name:

Jane Smith

Date:

5/31/2021

When you are ready to submit, click **save**, then click **submit**. Once you have submitted your final report, you will no longer be able to edit or make changes to it. You will receive an email notification regarding the status of your report. Should further information be required you will be contacted.

If you have any questions about submission of the final report form, contact Carrie Smith at 306.780.9396 or [grants@cifsask.org](mailto:grants@cifsask.org).