**Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project File Number: \_\_\_\_\_\_**

**Project Contact: \_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**The following questions must be answered in the Final Report:**

1. What improvements to the facility were completed as a result of this project? Did you encounter any specific major problems?
2. How does this project improve the current community’s infrastructure? How do these upgrades enhance access to services for the community?
3. Tell us how the completion of this project will contribute to the sustainability of the organization.
4. Please provide statistics for volunteer hours associated with this facility/organization as it relates to the budget of the completed project.
5. Please include images of the work completed, where possible.
6. Please provide copies of receipts and invoices associated with the provincial investment in this project. Invoices, receipts and volunteer/in-kind resources should equal the total project costs.

The second (final 20%) payment will reflect the actual total spent, up to the total awarded amount or 75% of the total project costs, whichever is less.

1. Please complete the separate budget report.

**Certification:** *I certify that the information contained in the report is accurate and reflects the full scope of the completed project.*

Signature: Title:

Name (Print): Date:

Name of Organization:

**Send materials to:** **For further information:**

Attention: Communities Nova Scotia Karen Parusel

Department of Communities, Telephone: (902) 424-1723

Culture and Heritage Fax: (902) 424-0710

PO Box 456 E-mail: karen.parusel@novascotia.ca

Halifax, NS B3J 2R5 cc: CommunitiesNS@novascotia.ca