

Diversity & Community Capacity Fund

Final Report Template 2021 – 2022

A completed final report for the Diversity and Community Capacity Fund (DCCF) is complete once the following have been received:

- All questions have been answered to the best of your ability.
- You have included a separate attachment to complete your answers if necessary.
- The financial report (Section 4) is complete.
- Where applicable, supporting documents such as testimonials, news articles, and photos are included.
- Where applicable, copies of any project reports or participant feedback/evaluation results are included.

SECTION 1: ORGANIZATION OVERVIEW					
Organization Name			Your Name		
Your E-mail			Your Phone #		
Project Title			Application File #		
Project Start Date		Project End Date		Amount Funded (\$)	
Project Theme (select all that apply)	<p>Increase access to programs and services that support equity, diversity, and inclusion.</p> <p>Build the capacity of your organization to host an event/activity that promotes social inclusion.</p>		<p>Increase public understanding, through education, of traditionally marginalized groups and communities in Nova Scotia.</p> <p>Build the capacity of your organization to represent traditionally marginalized groups.</p>		

SECTION 2: Answer the following statements based on your level of agreement (one answer per row)						
Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable
This funding allowed my organization / community to improve access to its programs and services that support equity, diversity, and inclusion.						
This funding allowed my organization / community to build its capacity to host an event or activity that promotes social inclusion.						
This funding helped my organization / community to increase public understanding, through education, of traditionally marginalized groups and communities in NS.						
This funding helped build the capacity of the organization/community to represent traditionally marginalized groups.						
This funding allowed my organization / community to advance our goals of creating an inclusive and equitable society.						○

**SECTION 3: PROJECT REVIEW – Please answer the following questions by filling in the blanks.
Use a separate sheet if necessary.**

1) The goals of this project were...

2) Some of our biggest achievements were...

3) Some of our challenges were...

4) What lasting impacts or benefits do you feel will result from your project on your organization and community?

5) Who was your audience for this project? (check all that apply)		
Families	Children (13 and under)	Youth (13 to 25 and under)
Seniors (65 and older)	Older adults (55 to 65 years old)	
Other (please specify):		
6) Was the project focused on a specific equity-seeking group? (check all that apply)		
Immigrant / Newcomer	African Nova Scotian	Mi'kmaw
LGBTQI2S+	Persons with Disabilities	Economically Marginalized Populations
Rural Communities	Students / Youth	Culturally Diverse
Racially Diverse	Women/Girls	Prefer not to answer
Other (please specify):		
7) What was the focus of your organization / community's main activities for this project (check all that apply)?		
Cultural Awareness	Community Development	Senior Support
Training / Education	Organization Capacity Development	Heritage Related
Food Literacy / Access	Youth / Child Development	Recreational Activities
Diversity & Inclusion	Social Equity / Equality	Community Capacity Building
Other (please specify):		
8) Provide a brief description of your experience with these activities. For example, if you organized workshops, what did you learn from them?		
9) What geographic area(s) (i.e., town or community) participated in or benefited from the project?		

10) Did you rely on volunteers to support your project?

Yes

No

a. If yes, how many? # _____

b. Provide a few comments on the roles and responsibilities of the volunteers involved in your project, if applicable.

11) How did you acknowledge the Department of Communities, Culture and Heritage's financial contribution? (attach copies of any printed materials where the logos were included).

12) What advice would you give an organization who is interested in delivering a similar project?

13) Is there anything else you would like to tell us about the impacts and lessons learned from your project?

SECTION 4: FINAL FINANCIAL INFORMATION

Note: Your expenses and revenues should be equal amounts (i.e., balanced). Provide detailed notes where possible. Attach a separate budget table if necessary.

FINAL PROJECT BUDGET EXPENDITURES

Budget Item	Total Cost of Item (\$)	Provide Details
Administration		
Rentals and Purchases		
Travel		
Resources and Supplies		
Professional Fees		
Honouraria		
Marketing		
Other		
TOTAL EXPENSES		

FINAL PROJECT BUDGET REVENUES

Sources of Funding	Cash (\$)	In-Kind (\$)	Provide Details
Organization			
CCH Funding Total			
List Other Sources:			
TOTAL REVENUES			

CONSENT

I consent to the sharing of information contained in this final report with other government departments, organizations or contractors that the Department of Communities, Culture and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) has a data sharing agreement with.

I confirm that I am authorized to submit this final report on behalf of my organization or Mi'kmaw Band and that the statements in the report are complete and accurate, to the best of my knowledge.

I am aware that information I have provided in this final report is subject to the Freedom of Information and Protection of Privacy Act, and any request for my personal information requires my written consent before it can be shared with a third party.

By signing below, you accept all the consent statements above that are applicable to you as a representative of an organization or Mi'kmaw Band.

Signature

Title (if applicable)

Print Name

Date

Submit your completed final report by e-mail, mail, or fax on or before its due date, which can be found in your Terms & Conditions

E-Mail:

CommunitiesNS@novascotia.ca

Include "*Diversity & Community Capacity Fund*" in the subject line

Mail:

Communities, Culture and Heritage
c/o Communities Nova Scotia Unit
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