

# Mi'kmaw Cultural Activities Program

## Final Report Template 2022 – 2023

A final report for the Mi'kmaw Cultural Activities Program (MCAP) is complete once the following have been received:

- All questions have been answered.
- 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		Project Location	

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 contribute to the long-term sustainability of Mi'kmaw culture.						
<i>Please explain your answer:</i>						
This funding allowed my organization / community to encourage more participation and access to Mi'kmaw cultural activities by all Nova Scotians						
<i>Please explain your answer:</i>						
This funding helped my organization / community to develop new and strengthen relations among groups engaged in Mi'kmaw culture.						
<i>Please explain your answer:</i>						
This funding helped my organization / community to increase public understanding, through education, of the Mi'kmaw culture.						
<i>Please explain your answer:</i>						

**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)	
6) What was the focus of your organization / community's main activities for this project (check all that apply)?		
Elder Support	Training / Education	Heritage Related
Youth / Child Development	Social Equity / Equality	Community Capacity Building
Other (please specify):		
7) Were volunteers engaged 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.		
8) How did you acknowledge the Department of Communities, Culture, Tourism and Heritage's financial contribution? (attach copies of any printed materials where the logos were included).		
9) 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		
<b>TOTAL EXPENSES</b>		

**FINAL PROJECT BUDGET REVENUES**

Sources of Funding	Cash (\$)	In-Kind (\$)	Provide Details
Organization			
CCH Funding Total			
List Other Sources:			
<b>TOTAL REVENUES</b> <i>(Cash + In-kind)</i>			

CONSENT	
<p>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, Tourism and Heritage (including African Nova Scotian, Acadian, and Gaelic Affairs) has a data sharing agreement with.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
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	
<p>E-Mail:</p> <p><a href="mailto:CommunitiesNS@novascotia.ca">CommunitiesNS@novascotia.ca</a>            Include "Mi'kmaw Cultural Activities Program" in the subject line</p>	
<p>Mail:</p> <p>Communities, Culture, Tourism and Heritage            c/o Communities Nova Scotia Unit            PO Box 456, STN Central            1741 Brunswick Street, 3<sup>rd</sup> Floor            Halifax, NS B3J 2R5</p>	<p>For questions, please call:</p> <p>(902) 424-5793</p>
<p>Fax:</p> <p>(902) 424-0710</p>	