Region of Queens Municipality

COMMUNITY INVESTMENT FUND FINAL REPORT

1. APPLICANT INFORMATION

ORGANIZATION NAME: _____ KEY CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

2. Briefly outline how the Community Investment Fund proceeds were used and how the contribution impacted the community or demographic served by your organization. (Additional space available on the next page, if necessary.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

3. Under the respective Community Investment Fund categories below, please include the required supporting documentation with your Final Report submission:

CAPITAL INVESTMENT

- ☐ Current bank account balance for all accounts at time of Final Report
- ☐ Current financial statement at time of Final Report
- ☐ Post-construction photos
- ☐ Copies of all supporting receipts and invoices paid
- ☐ Completed In-Kind Contribution Tracking Form, if forecasted in original application

OPERATING & EVENT INVESTMENTS

- ☐ Current bank account balance for all accounts at time of Final Report
- ☐ Current financial statement at time of Final Report
- ☐ Completed In-Kind Contribution Tracking Form, if forecasted in original application

See next page for additional required documents

Region of Queens Municipality

COMMUNITY INVESTMENT FUND FINAL REPORT

Required supporting documentation for Final Report submission continued...

TOURNAMENT INVESTMENT

- ☐ Financial statement for the Tournament
- ☐ Copies of all supporting receipts and invoices paid

TRAINING INVESTMENTS - FOR INDIVIDUALS & ORGANIZATIONS

- ☐ Proof of course completion/training certification
- ☐ Copies of all supporting receipts and invoices paid

TRAVEL ASSISTANCE INVESTMENT (required for investments over $500 only)

- ☐ Copies of all supporting receipts and invoices paid

Additional space for Question 2's response, if necessary.

Region of Queens Municipality
COMMUNITY INVESTMENT FUND

IN-KIND CONTRIBUTION TRACKING FORM
~ FOR CAPITAL INVESTMENT REQUESTS ONLY ~

DONATED LABOUR

All labour rates for in-kind contributions are calculated at a rate of $20.00 per hour.

DONATED MATERIALS

All in-kind materials at receipted cost and must have official receipt or invoice to show value of in-kind contribution. HST is excluded.

PROJECT/MATERIALS/VOLUNTEERS	HOURS	RATE $20/HR.	TOTAL	RECEIPTED MATERIAL COST*

*** Please attach original receipts for all donated materials. Total must exclude HST.**

COMMUNITY INVESTING IN Community