



MUNICIPAL CULTURAL ENGAGEMENT AND PLANNING GRANT

– Follow-up Form –

Mail to: SaskCulture Inc., 404 – 2125 11th Avenue, Regina, Saskatchewan S4P 3X3

Identification

Municipality Name			
Mailing Address		City	Postal Code
Phone Number	Fax Number	Email Address	
Contact Person	Signature*	Date	
Name of Administrator or Mayor (must be an elected official)	Signature*	Date	
Project Name			
Grant Number	Amount being requested on follow-up	Project Start Date: MM/DD/YY	Project End Date: MM/DD/YY

* These signatures hereby affirm that all conditions stated in the guidelines for this program have been met and that this follow-up form constitutes a correct and true statement. One of the signatures must be from an elected official.

Attachments

<p>Project Report & Evaluation:</p> <p><input type="checkbox"/> Provide a brief report on the project (about one page), including what actually took place and the impact/benefit the project had on the community. Include the means of evaluation utilized. Attach reports, documents and/or newspaper clippings/media coverage produced during project.</p>
<p>Financial Report</p> <p><input type="checkbox"/> Provide a report showing actual project expenditures and a full schedule of actual revenues, including grants and self-generated revenue related to the project. (Follow-up budget form enclosed.)</p> <p><input type="checkbox"/> Include copies of receipts to verify accountability of eligible expenses. All receipts must be sorted according to budget lines and dated within the granting period.</p>
<p>Promotions Profile</p> <p><input type="checkbox"/> Include a description and/or evidence of how Saskatchewan Lotteries and SaskCulture were publicly acknowledged as a source of funds for the program.</p>

**SASKCULTURE INC.
MUNICIPAL CULTURAL ENGAGEMENT AND PLANNING GRANT**

FOLLOW-UP BUDGET FORM

PROJECT REVENUES	PROPOSED (Budget from Original Application)	ACTUAL	PROJECT EXPENSES	PROPOSED (Budget from Original Application)	ACTUAL
Municipal Cultural Engagement and Planning Grant			ELIGIBLE PROJECT EXPENSE DETAILS		
Other Confirmed Grants			Consultant/ Facilitator/Mentor		
Other Pending Grants			Meeting costs		
Applicant contribution to the project			- Advertising		
Other Revenues			- Space/rental		
			- Coffee/meals		
			- Audio visual		
			Project Staff to conduct project activities (# hrs and cost per hour)		
			Other (please describe)		
			TOTAL ELIGIBLE EXPENSES (This grant will only cover up to 50% of Total Eligible Expenses)		
			INELIGIBLE EXPENSES		
			Overhead/ Administration		
			Other		
			TOTAL INELIGIBLE EXPENSES (Not used in calculating remaining amount for this grant)		
TOTAL REVENUES			TOTAL EXPENSES		

NOTE: Please refer to Eligible and Ineligible Expenses in the Grant Guidelines.

All costs must be directly related to the activity proposed. Attach a separate sheet if required.

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