



NEW WESTMINSTER

Post Project/Event Form

To be completed and submitted after the project/event has been completed along with the Grant Claim Form and receipts for reimbursement.

Organization:	Event/Project Name:
Submitted by:	
Mail to (street):	City:
Postal Code:	

1. Please list (or attach) the results from the evaluation methods you described on your applications form.

2. **Learning:** What positive benefits did your project/event have on our community? If applicable, how did this year's project/event compare to previous year's project/event?

3. **Learning:** How will you apply your learning to your organization's future project / event?

4. **Documentation:** Please attach a sample of your promotional material acknowledging the City's contribution.

Grant Expense Report

***** Please number your receipt to correspond with your listing below. Receipts/Invoices with proof of payment for eligible expenses must indicate item was paid (e.g. cancelled cheque, cashiers tape, etc.)**

Receipt #	Company	Item(s)	Amount
E.g #1	ABC Rentals	Stage, chair and tent rentals	\$2,000.00
		Total	

All grant claims must be submitted on or before Dec 31st of the year the grant was awarded.