Edmonton Economic Action Plan Grant

Edmonton

All projects that receive funding through the Edmonton Economic Action Plan Grant must submit a final report within 30 days of the end of their project or program. This is to evaluate the success of the project and utilization of the funding.

Use the following template as a guide for your final report. The final report <u>must</u> include all the headings listed below. This is to help the program team evaluate the success of your project compared to the program objectives.

Project Title

Final Project Summary

Provide a summary of the outcome of the project. Make sure to include:

- the purpose of the project,
- which businesses or stakeholder groups benefitted or were supported by this project,
- how your project helped the local business community and/or the local economy (the outcome),
- a summary of the final project costs, and
- an overview of the metrics and targets you met (or did not meet) to measure success (if the project did not meet intended metrics and targets, please explain why).

Goals

What were the broad and primary outcomes you hoped to achieve. Did you achieve them? Please use the goals stated in your application.

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Achievement of Deliverables

Use the deliverables identified in your application and Agreement. Add as many rows to the table as necessary.

Deliverable	Target	Outcome
Example: Create new jobs	Example: Create 2 full time new jobs and 1 part time new job	Example: This project was able to provide 3 full time new jobs (name of the positions and a brief description of the duties)

Metrics and Targets

List the metrics and targets identified in your business plan and the Agreement. Please use the following table and add rows as necessary.

Metric	Target	Outcome
Example: Increase in customers in one year	Example: 50 new customers in one year	Example: 60 new customers (number of new customers per month)

Milestones and Timelines

Please describe key milestones and when they occured. Add as many rows to the table as necessary. Use the notes section to explain any differences in the expected timeline submitted as part of your application to the program vs. the actual timeline.

Milestone	Timeline: Expected	Timeline: Actual	Notes

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Businesses Supported

Which businesses or stakeholder groups benefitted or were supported by this project? Please use the following table. This section can be supplemented by letters from participants.

Name of Business or Group	How did they benefit?	How many did you anticipate supporting?	What was the actual number you supported?	Were they part of your original list of target businesses?
Example: Digital Marketing Edmonton	**Example: By creating our new website and linking the new software with our current PO System, Digital Marketing Edmonton has closed 5 year contract with us for all maintenance related with the new software**	Example: 1	Example: 2	Yes / No

Marketing and Communications Plan (if applicable)

Please describe how you communicated with the targeted businesses or stakeholder groups. Add as many rows to the table as necessary. **<u>Please attach an example of your communication to this final report.</u>**

Method of communication	Target audience	Date	Notes
Example: Email	**Example: Business Owners**	**Example: Sent on January 20, 2022**	Example: Number of people on the mailing list, number of people who responded to the email, any other relevant notes or stats showing success.

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Partners (if applicable)

Please describe any organizations or individuals outside of your organization that you partnered with to deliver your project. Please note any discrepancies between expected contributions and actual partner contributions. Add as many rows to the table as necessary.

Organization	Contact person	How were they involved?

Final Project Budget

Add as many rows to the table as necessary. As this is a matching grant, the total cost should be double (or more) the total grant amount awarded.

In-kind contributions must be captured here as well. In-kind contributions cannot exceed 25% of the matching funding.

Attach a scanned copy of all receipts, invoices and proof of payment related to the expenses listed below to this report for the City's records.

Description of cost (What did you spend funding on)	Cost	Who did you obtain this cost/service from	Invoice Number	Proof of Payment (i.e. cheque number)
Example: New machinery	Example: $5,000 (GST not included)	Example: Home Depot	Example: Receipt number XXXXX	Example: cheque number 001 / see attached bank statement January 13, 2022