

ENVIRONMENTAL INITIATIVES GRANT PROGRAM PROJECT REPORT FORM

Available on City website at stalbert.ca/eigp

Please follow the format outlined below and submit it to the City of St. Albert Environment office no later than 60 days after project completion. If you need help preparing your report, contact the Environmental Coordinator.

To submit the completed report form, email a copy to **environment@stalbert.ca** or mail a copy to:

Environmental Coordinator – Community Strategy & Engagement
Human Resources, Safety & Environment
Suite 120, 110 Carleton Drive
St. Albert, AB T8N 3Y4

A. CONTACT INFORMATION
Name of Organization/Project Team:
Name of Primary Contact Person:
Main Telephone Number:
Email Address:

B. ABOUT YOUR PROJECT

Project Title:

1. In the space below briefly describe the activities you undertook in your project.

2. Below, list the project objectives and how these objectives were met.

Project objectives:	Describe how the project objective was met:
1.	
2.	
3.	

3. List and describe the specific, measureable and and quantifiable outcomes of the project.

Project outcome:	Describe each project outcome:
1.	
2.	
3.	
4.	
5.	

4. Describe any challenges the project team faced and the actions taken to overcome the challenge(s) to complete the project.

5. Taking into consideration the full process (concept to implementation) what, if anything, would your organization/project team do differently? What can other future applicants learn from your experience?

C. FINANCIAL SUMMARY

☐ (**Email Submission**) Copies of all project receipts are included as emailed attachments.

☐ (**Mail Submission**) Copies of all project receipts are attached to this form.

Declaration by organization/project team

☐ We declare that the funds were expended as specified in the grant application.

List all sources or revenue:	**Amount ($)**
Environmental Initiatives Grant Program funds:	
Total Revenue	
List all project expenses:	
Total Expenses	
Project End Balance (Revenue - Expenses)	

D. PHOTO GALLERY

☐ Include a minimum of **six** photos. If submitting via email attach as per Guidelines for Submitting Photos: stalbert.ca/cosa/admin/grants/environmental/final-report
If mailing, please print off or include a USB.

Photos may be used to promote your project or the grant program to the public.

Please provide a variety of photos that best capture all stages of the project from start to completion..

E. ACKNOWLEDGMENT OF ENVIRONMENTAL INITIATIVES GRANT FUNDING

☐ Attach copies of communications, if any, that acknowledge the receipt of the Environmental Initiatives Grant. A description or website address would also be acceptable.

Signature

Date

Please Note: A signature is required to conclude the final report.