**Community Grants Program – Oral Final Reporting**

**We are excited to learn how your project went!**

The Community Foundation for Kingston & Area value and recognize the importance of capturing and applying lessons learned to guide future granting. Even if your project/program did not go according to plan, we appreciate the opportunity to learn from your experiences.

A conversation with Alyce Soulodre, the Grants Officer must be scheduled within 30 days of project completion, unless an extension has been granted. This conversation will take approximately one hour and will be recorded. Contact the Grants Officer by email at **grants@cfka.org** to schedule a conversation and attach the following items to the email:

[ ]  Any photos and/or videos with consent to publicly share
[ ]  Any materials, articles, and/or publications (e.g. posters, pamphlets, etc.) that featured this grant with acknowledgement of CFKA funding
[ ]  Any additional items you would like to share such as quotes, anecdotes, testimonials, letters, etc.

**Please contact the Grants Coordinator at** **grants@cfka.org** **or 613.546.9696, Ext 105
if you have questions or require assistance.**

Please find questions that will start the conversation on the following page.

**Questions**

1. **What did you wish to accomplish and how did it turn out? Were the outcomes what you expected?**
2. **How many individuals were impacted by this project/program? How many were youth?**
3. **If you had one or two stories you could tell to highlight the impact of your grant, what would it be? Do you have any pictures or quotes we can share?**
4. **Did your agency form any new partnerships or strengthen existing partnerships through the implementation of your project/program?**
	1. Please explain how these partnerships have grown or developed, and how these partnerships may impact the community you support in the future.
5. **Will the project/program continue in some way? Please explain. Some examples of ways the project may continue are:**
	1. Secured or securing new funding source
	2. Reusing or continuing to use materials and templates that you have developed through this grant
	3. Embedded aspects of the project/program into your core services
	4. Developing or strengthening new partnerships that will increase future capacity
	5. Improved policies or gained knowledge that will guide future initiatives
	6. Explored or exploring a new model that will provide a similar service
6. **Did your organization experience any challenges throughout this project/program? If so, what strategies did you implement to address these challenges? Were they successful?**
7. **If the opportunity arises, may we connect you with other grant recipients or community partners to share successes, strategies, and learnings?**
8. **Is there anything else you would like to share?**

**Personal Information/Photo/Story Consent Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer:

Date:

I hereby consent that information provided by me to the Community Foundation for Kingston & Area (“CFKA”), including, but not limited to, my name, my organization, quotes and/or stories, and/or any videos, photographs or images taken for, by or legally released to CFKA and its staff or volunteers, may be used by CFKA in its related publications, posters, exhibits, video clips, presentations, news releases, website and related communications media. I will not hold CFKA responsible for any errors in the use of my name, quotes, or images.

Signature:

Name of Parent or Guardian *(if under 18 years of age)* :

Signature of Parent or Guardian:

Witness:

**For Educators:**

I hereby declare that my affiliated school board has received permission from the parents or guardians of all the students depicted in the photographs or images for their release to the use of the Community Foundation for Kingston & Area in related media materials as listed above.

Name:

Signature:

School: