



SPECIAL PROJECT FUNDING

FOLLOW-UP REPORT FORM

The Final Report Form and required materials must be completed and submitted to the SCF office within 60 days of the end of the project.

1. Name of Hosting SCF member choir _____

2. Director (please print) _____

Address _____

Home phone _____ Work phone _____

Email _____

3. Name of Project _____

4. Clinician(s) _____

5. Location _____

6. Date(s) _____

7. Number of paid staff: _____

8. Number of volunteers: _____

9. Number of clinicians: _____

10. Number of participants registered: _____

11. Please list the names of the choirs who participated and the number of singers per choir

CHOIR NAME	SINGERS/CHOIR
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

12. Did the project meet your specific goals and expectations? Please describe:

13. Participant assessment of the educational benefit of the project (or attach a summary of project evaluations):

14. Please indicate your plans for next year:

15. Financial Summary

a. Budgeted revenue

- i. Reserve funds _____
- ii. Registrations _____
- iii. Sponsorships, grants & donations _____
- iv. Other (Specify.....) _____

Total Revenue _____

b. Budgeted expenses

(Please provide details for amounts over \$50, attached add'l sheet, if req'd)

- i. Administration _____

- ii. Personnel _____

- iii. Facilities _____

- iv. Other _____

Total expenses _____

16. Please include the following items with your report:

- a. Project agenda and program**
- b. Summary of project evaluations**
- c. Five copies (originals preferred) of promotional & advertising materials recognizing the support of the Saskatchewan Choral Federation as a partnership and the Sask Lotteries Trust Fund for Sport, Culture and Recreation as a funder.**
(logos are available on the SCF website at www.saskchoral.ca)

Please complete this form in its entirety and mail to:
Saskatchewan Choral Federation, 212-1860 Lorne Street, Regina, SK S4P 2L7
OR by email to director@saskchoral.ca

Submitted by _____ **Date** _____