



INNOVATIONS PROGRAM - FINAL REPORT

- Please complete no later than 60 days after the completion of your project.
- The final dispersal will be sent following receipt of the Final Report.
- Please send a signed copy of the Final Report to:

Arts Now
2010 Legacies Now
#400 - 1095 West Pender Street
Vancouver, BC V6E 2M6

Applicant Details

Program Category

Community Initiatives

Creative Ventures

Creative Exploration

Engaging Communities

Lead Organization _____

Partners _____

Contact Person _____

Project Title _____

Final Summary of Project (no more than 50 words in the space below)

Final Cost of Project _____

Total Amount Awarded _____

Completion Date _____

(dd/mm/yy)

Contract No. _____

(top right hand corner of your contribution agreement)

Description of Project

Please provide a brief final description of the Project. Indicate any changes from the initial plans submitted in your application. (Max 250 words)

How many people were served by this project and how? (i.e. artists, audience members, employed, volunteered etc). (Max 250 words)

Impact of Project

What have you achieved with the project? How did the project address or fill a need or gap within your community? How is your community improved or different following the project? (Max 500 words)

Evaluation of Project

Evaluate the project based on the success criteria outlined in your application. What worked well? Were there things you would change? Were there any unexpected results? (Max 250 words)

How will you carry the results of the project forward in the community? (Max 250 words)

Financial Information

Provide financial statements for the project comparing actual figures to the budget figures provided in the initial application (please see the excel or pdf document entitled Final Report Financial Statement).

- Please list all funders who contributed to the project.

Supporting Materials

- If you received any media coverage for the project, please include good photocopies of printed material and a list of electronic coverage.
- Any reports, or analyses or documentation of the project.

Images

- If you are submitting images, you must read and sign the attached "Image Use Agreement" Form.
- If you choose to submit digital images acceptable formats are jpeg or tiff files types (between 300-1200dpi).
- If you submit any images please provide the following information.
 1. Name of Artist
 2. Name of work/ event
 3. Date of photo
 4. Organization
 5. Name of photographer
 6. Names of people in the photo
 7. Do you have the permission of the photographer and the people in the photo to use this photo?

A form is attached for your use.

Image Use Agreement

By signing this Agreement, I ___ ___ (name), on behalf of ___ ___ (the "Recipient") grant 2010 Legacies Now Society (the "Society") the right to use the images listed below. In submitting images to the Society I understand that:

1. By submitting images to the Society, the Recipient has ensured that it has obtained all necessary consents and approvals required to permit the Society to publish or otherwise utilize the photographs, including the consents of the people in the photographs if necessary and/or the photographer.
2. The Recipient grants to the Society a non-exclusive, royalty-free, perpetual, irrevocable, fully transferable and sub-licenseable, worldwide right, license and consent to use any or all of the images submitted to the Society for any and all purposes, including without limitation in and on advertising, marketing and promotional materials.
3. The Society will not provide any remuneration, royalties, fees or other compensation to the Recipient or any other person for or in connection with the use of the images.
4. The Society is not obligated to use the images but shall use reasonable efforts to provide appropriate credit or attribution to the Recipient if it uses the images.
5. By submitting images, the Recipient agrees that it has all requisite powers, rights and authorities to grant the use of the images and to the best of the Recipient's knowledge and belief, the use of the images by the Society, will not infringe the rights (including copyright, personality rights, privacy rights, moral rights, and any other intellectual property rights) of any other person.

NAME:

ORGANISATION:

DATE:

SIGNATURE:

Image List

#	Name of Artist	Name of work/ event	Date of photo	Organization	Name of photographer	Names of people in the photo	Permission Yes/No
1							
2							
3							
4							
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Declaration by the Applicant

We certify that:

1. To the best of our knowledge all the information contained in this Final Report and the attachments is true and complete.
2. As per the Contribution Agreement, we agree that 2010 Legacies Now is able to publish our organization's name as a recipient.
3. The financial records of this project will be available for audit and on site inspection by Arts Now or its designate.
4. 2010 Legacies Now and/or Arts Now was given appropriate recognition, where possible, as a funding partner as per the Guidelines provided in the Contribution Agreement.

An authorized member of the applying organization must sign the Final Report.

Name (please print): _____

Position: _____

Signature: _____ Date: _____