COMMUNITY WORKS PROGRAM

FINAL PROJECT REPORT 2021-22

Upon completion of the project outlined in your application, the Department of Municipal Affairs (DMA) requires the following Project Final Report be completed and **submitted after one year** of receiving funding confirmation.

The report shall be accompanied by a Financial Log (separate template) and any applicable reports/studies.   DMA may request additional information deemed necessary to evaluate the project. Please email completed final report including attachments to communityworks@novascotia.ca.

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A. CONTACT INFORMATION

Project Name:

Application No:

Municipality (and partner organization if applicable):

Name of Contact Person:

Email:

Phone:

Authorized Signing Authority:

Date:

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B.   PROJECT INFORMATION

1.)   Please provide a detailed description of work completed for this project (include the # of people employed, job title(s), wage, term start/end dates and overview of progress made to workplan, etc.).

2.)   Please describe any changes in project scope and/or additional work that was undertaken that was not identified in the original application submission?

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NOVA SCOTIA

C. **PROJECT OUTCOMES**

3.) Please describe how the employment project supported building capacity within the employee(s) given field(s) and how did the project benefit the municipality and community.

4.) How critical was the funding support from the Department of Municipal Affairs to the successful implementation of your employment project(s)?

Rating   (Low) 1   2   3   4   5   (High)

5.) In general, how would you rate the success/value of the employment project(s)?

Rating   (Low) 1   2   3   4   5   (High)

6.) Did you employ individuals from underrepresented groups i.e. Aboriginal, women, person with disabilities, and visible minorities?

7.) Please feel free to provide any comments or suggestions below.

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![Nova Scotia logo]

D. PROJECT FUNDING

8.) Please identify all project funding sources (at completion) related to your CWP approval.

Project Funding (final)	Amount $	Identify Funding Source
CWP approved portion		Province (DMA)
Applicant's contribution (source #1)		
Applicant's contribution (source #2)		
Total Project Funding		

Note: The program may fund up to 50% of eligible project costs to a maximum of approved amount.

E. ATTACHMENTS (REQUIRED)

For release of final CWP grant payment, the following attachments <u>must</u> be emailed as attachment with Final Project Report (check boxes below and add notes if documentation is missing or not applicable):

✓ **Financial Log and Proof of Payment**

Please include Financial Log (template provided by DMA) which includes all project invoices/receipts and proof of payment in the form of copies of cancelled cheques, bank statements, etc.

✓ **Project Photos (if applicable):**

Please attach separate photos of key areas of your project prior to work starting and after the work has been completed (the file name should include name of project and if it was taken pre or post completion)**.**

✓ **Project Report/Study (if applicable):**

Please include reports or studies that were produced upon the completion of the employment project.