

**NECHAKO-KITAMAAT DEVELOPMENT FUND SOCIETY
PROJECT COMPLETION REPORT**

Applicant Name
Project Title

Report Contact (Name)	Position/Title
Email	Phone

Project Summary

Provide an overall description of the completed project.

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Project Tasks

Using the list of project tasks from Schedule A of your Recipient Agreement, summarize the major activities completed during the project. Were all the tasks completed as intended?

If you found it necessary to adjust the planned tasks, deliverables, or timetable, please explain why you made the changes.

Sharing Your Knowledge

Based on your experience with this project, describe anything you would do differently next time.

What advice would you give to another organization embarking on a similar type of project?

Temporary Employment

Describe any jobs created for the duration of the project. Examples include construction jobs, special contractors or consultants, or anyone hired temporarily to implement the project. NOTE: This is for temporary jobs only. Any new jobs that will continue can be included in the Annual Follow-up Report.

Complete the following:

(Enter whole numbers only without commas or decimals. Totals will calculate automatically.)

Job Type	Number of People	Average Hours per week	Total weeks of employment
Total:			

Public Recognition

Describe how you have publicly recognized Nechako-Kitamaat Development Fund Society for the funding assistance and indicate whether or not you have met the obligations noted in Schedule A of your Recipient Agreement. Attach photos, links to media etc. where appropriate.

Financial Report

List all funders and the total amounts contributed toward this project.

(Enter whole numbers only, do not enter commas or decimals.)

Project Income		
Funding Organization	Amount	Cash or In-Kind?
		Cash In-Kind
Total Project Income		

List all expenses for the project and attach a copy of all invoices.

(Enter whole numbers only, do not enter commas or decimals.)

Project Expenses			
Item	Cost (excluding GST)	Vendor	Invoice Attached Yes

Total Project Costs (excluding GST)			

Feedback

What would you like Nechako-Kitamaat Development Fund Society Directors and Staff to know about your experiences with this project? How would you describe your interaction with NKDF staff? What could NKDF and/or your organization do to strengthen the relationship and increase the effectiveness of future grant projects? Any other comments?

Reporting Confirmation

I have read and understand the eligible and ineligible costs of the NKDF program guidelines.
<https://www.nkdf.org/how-to-apply/program-guidelines>

I confirm that the information in this report is accurate, complete, and fairly presented.

I agree to provide upon request any additional updates and reporting Nechako-Kitamaat Development Fund Society deems necessary.

Name	
Position/Title	
Date	

Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Nechako Kitamaat Development Fund Society by email.

Email: manager@nkdf.org