First Nations Well Being Fund

Final Report Form for Stream 1 – Community Projects

All grant recipients must submit a final report upon completion of the project for which funding has been received. For a list of final reporting requirements, please refer to Section 5 below.

Responses can be typed directly into the form. Please simply expand the boxes as required when answering the questions.

If you have any questions, contact info@fnps.ca

For Nation/Tribal Governments representing multiple First Nations or Regional Partnerships, please list each First Nation that is included in the project for which funding has been received.
Response:

SECTION 1: GRANT RECIPIENT INFORMATION	
Name of First Nation or Nation / Tribal Government:	Mailing Address:
Contact Person:	Contact Person Position:
Phone number:	Email:

SECTION 2: PROJECT INFORMATION
1. Project Information
A. Project Title:
B. Project Start Date:
C. Project End Date:

SECTION 3: ACTIVITIES, OUTCOMES & IMPACTS REPORT

2. Brief project/program description (max 200 words). Please provide a short description of the project and the activities undertaken with the assistance of the grant from the First Nations Well Being Fund.

Response:

Note: *Photos of the project, quotes from participants, media clippings, and/or any reports or documents relevant to the project are welcome, but not required.*

3. Briefly describe the outcomes and impacts of the project. Consider how activities supported efforts to promote well-being, increase quality of life for all community members (both on and off-reserve) and reduce poverty at the community and/or Nation level:

- **A.** Describe how the project promoted community well-being.
- **B.** Describe how the broader community was positively impacted.
- **C.** Describe how the project helped to build capacity within the First Nation.
- **D.** Describe how the project helped to reduce poverty at the community and/or Nation level.
- **E.** List any deliverables, for example, policies, plans, or documents that were developed or amended as part of the project.
- **F.** Provide results (if applicable) on performance measures, including, for example: how many people were impacted by the project, number of workshops, attendees, and participants.
- **G.** Additional comments related to your relevant project.

Response:

SECTION 4: FINANCIAL SUMMARY

4. Detailed budget. Please submit your project budget in three columns: Original Budget, Actual Expenditures, and Variance. Alternatively, use the table below in Appendix A.

While the funding is awarded under specific categories of costs, it can be reallocated to any eligible costs identified in the Program and Application Guide. A brief explanation of any significant variances can be included below.

Comments:

SECTION 5: FINAL REPORT REQUIREMENTS AND CHECKLIST

The final report will need to include the following:

☐Completed Final Report form (supplied by FNPSS).

☐A financial summary.

☐Optional: photos of the project, success stories, quotes, media clippings, and/or reports or documents relevant to the funded project which we have permission to use

Please submit final reports by email to: **info@fnps.ca** **with a subject line stating, "Well Being Fund Final Report."**

If you choose to submit a hard copy, please mail to:

Attention: First Nations Well Being Fund
First Nations Summit Society: First Nations Public Service Secretariat
Suite #1200 100 Park Royal South
West Vancouver, BC
V7T 1A2

Signature:

Date Signed:

Appendix A – **Approved Budget Table (refer to your contribution agreement to complete the Approved Budget column).**

Expenditure Description	Approved Budget	Actual Expenditures	Variance
Incremental Administration (max. 12%)			
Appliances (freezer, fridge, dishwasher, etc.)			
Communication Costs			
Community Hosting (food/catering)			
Consultant Fees (Stream 1 max. - 30%)			
Digital Devices (max. $500/individual)			
Equipment/Tools			
Heating Appliances (pellet/wood stove, heat pump - excludes space heaters)			
Honoraria (list recipients, amounts, and purpose)			
Labour (non-staff wages)			
Materials/Supplies			
Other Capital Purchases			
Other Operating Costs			
Software ($500 max. per project)			
Space Rental			
Incremental Staff Costs			
Training/Education/Courses			
Transportation/Travel			
Totals			