



# First Nations Well Being Fund

## Final Report Form for Stream 2 – Wellness Planning

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 questions, contact [info@fnps.ca](mailto:info@fnps.ca)

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

<b>SECTION 2: PROJECT INFORMATION</b>
<b>1. Project Information</b> <b>A.</b> Project Title: <b>B.</b> Project Start Date: <b>C.</b> 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 will support 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.** If applicable, describe how the project has promoted or will promote community well-being.
- B.** Describe how the broader community was involved or positively impacted.
- C.** Describe how the project helped to build capacity within the First Nation.
- D.** Describe how the project will help 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.
- For **Stream 2 – Planning only**: an electronic copy of the **end-product** produced (e.g., a summary report **or** the copy of the completed Well Being Plan)
- 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](mailto: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 2 max. - 60%)			
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			
<b>Totals</b>			