



Community Capital Project Funding Evaluation Form

*To be submitted after the project has been completed.

Name of the Organization:	
Contact Person:	
Mailing Address:	
Telephone:	
E-mail:	

The project Evaluation Form and any supporting documents are to be submitted within two months or by December 31st of the same year that the project was completed. Depending on the circumstances, an extension to the Evaluation Form submission date may be provided however, any requested extension must be provided in writing and received prior to December 31st of the year that the project was completed. Failure to complete the Evaluation form within the times stated will result in the applicant/organization being ineligible for future capital funding.

1) Project Description:

- a) Please provide a brief description of project and attach pictures.

- b) What specific results were achieved through the funding of your project?

- c) How did the community benefit from your project?

- d) As a result of your project funding, did your organization increase or enhance partnerships and collaborations with other groups in the community? Please explain.

Schedule "C"
By-law 2020 –

2. Capital Funding Received: Financial Contribution \$ _____

a) For what *specific purpose(s)* was the requested capital funding used for?

b) Please attach a financial report that outlines the capital project income (funding) and expenditures. All invoices must be attached to support the financial report.

Print Name and Title/Position

Signature

Date: _____

Office use only:

Project Completion Date: _____

Date Evaluation Form Received: _____

Comments: _____

Confirmation that organization has carried out all requirements of this policy and is eligible to apply for future funding.

YES / NO _____

Date: _____

Port General Manager signature: _____