

## **Schedule “F”**

### Final Report

In accordance with section 7.0 of the Agreement, Recipients must provide a Final Report which meets the requirements listed below (see attached). The Ministry will release the 10% project holdback upon satisfaction that the Recipients have successfully completed the Project and have fully complied with all of the terms and conditions of the Agreement.

On or before 90 days after the final claim has been submitted, a Final Project Report must be submitted to the Ministry which shall include, but not limited to:

- a) a detailed summary of the results of the Project achieved to the date of the Final Project Report including mandatory Performance Measures;
- b) the details of any variance from the Project (Schedule A), the Budget (Schedule B) and/or the Project Schedule;
- c) a final Financial Report showing all Eligible Costs Incurred and paid; and
- d) any other information respecting the Project that demonstrates the success of the Project and its impact on barriers to economic development.

The format for the Final Report is attached.

**File:** [Click **here** and type File Number]

**Date Approved:** [Click **here** and insert date approved]

**Project Title:** [**Click here and type Project title**]

**Lead Applicant:** [Click **here** for Lead Applicant's Organization]

**Contact:** [List contact name & title]  
[List co-applicant's organization name]  
[List co-applicant's address]

**Telephone:** [List lead applicant's phone number]

**Co-Applicants:** [List co-applicant's organization names] -

**Total Project Costs:** \$[Type Total Cost Amount]  
**Funding Approved:** \$[Type Total Amount approved ]

**Start Date:** [Click **here** and insert start date]  
**End Date:** [Click **here** and insert end date]

**Section 1. Summary of Project and Results**

## Detailed Results and Performance Measures

The following table must be completed with the results of your project. Not all measures will be applicable to your project (leave blank). Include both the direct and indirect results of the project using both qualitative measures (e.g., skills and knowledge acquired, improvements made, efficiencies gained, etc.) and quantitative measures (e.g., the number of jobs, amount of investment, number of community groups, materials distributed).

Anticipated Result or Outcome	How does your project relate (short and long term)?
Contributed to <u>revitalized community</u> or downtown	
Contributes to improved <u>access to community health care services</u>	
Contributes to <u>skills training and/or enhancement</u>	
Amount of <u>new investment</u> in the community and/or the Ontario business climate	
Number of <u>jobs created</u> , retained or upgraded	
Number of <u>new alliances</u> and/or partnerships	
Number of <u>community groups</u> involved or benefiting from your project	
Number of <u>innovative products/services or technologies</u> for rural Ontario	
Number of <u>tools, information and/or resources</u> for rural economic development	
Number of barriers to economic development overcome	
Other measures	
Other measures:	

## Section 2. Changes (variances) from Original Plan

**Project** (please describe any changes in the design of the project and its objectives and why they were necessary).

**Budget** (please describe any changes that were made in the project budget and rationale).

**Schedule** (please describe any significant changes in the schedule of the projects and why they were necessary).

## Section 3. Final Financial Report

Provide a final Financial Report showing all sources and uses of Project funds. This Financial Report must be accompanied by a Declaration signed by all Recipients, as set out in Schedule "E". Sources and uses of funds should be compared against those planned.

## Section 4. Other Information

Please provide any other information which demonstrates the success of the project and its impact on other stakeholders, rural communities and the Province of Ontario.

## Section 5. Confidentiality and Signature

### Confidentiality

Information submitted in this report to the Province of Ontario will be subject to the *Freedom of Information and Protection of Privacy Act*. **Any information submitted in confidence should be clearly marked "CONFIDENTIAL" by the recipients.** Inquiries about confidentiality should be directed to the Rural Community Development Branch.

Name (Please print):

Signature:

Date: