**BUSINESS CAPACITY GRANT**FINAL REPORT FORM Revision Date: April 2018

**INSTRUCTIONS**

* Refer to the Official Grant Guidelines AND the Business Capacity Grant Guidelines prior to completing this application form for a complete list of eligible and ineligible expenses. Guidelines are available on the Business Capacity Grant webpage at www.creativesask.ca.
* Reporting requirements will include a variance report outlining changes in budgeted expenses which exceed 10% of the respective budgeted amount. Creative Saskatchewan will use its discretion when considering whether the increased cost will be accepted.
* Applicants must obtain prior approval from Creative Saskatchewan throughout the life of the project regarding any material financial variances in excess of 25% from the original budget submitted and/or any changes in budgeted key personnel. Creative Saskatchewan retains the right to revoke any outstanding funding and require that all funds previously provided be returned should this permission not be obtained.
* Please attach an explanation for any costs incurred that were not included in your original budget. Creative Saskatchewan will use its discretion when considering whether these costs will be accepted.
* At this time, you are not required to submit copies of all proof of payments related to the respective projects. However, you must be prepared to submit them if requested at anytime.
* Accepted forms of Proof of Payments include receipts, cancelled cheques, bank drafts, debit/credit card receipts, EPT receipts, bank statements, etc. Please note that invoices do not qualify as proof of payment. Failure to submit required documents if requested can delay or void your final payment.
* Expenses without documentation (if requested) will not be accepted for final payment and deducted from the budget.
* Upon meeting all necessary requirements outlined in the Investment Fund Guidelines (including submission of your final report, budget documentation, supplementary materials related to the initiative, and proof that Creative Saskatchewan has been properly acknowledged), the remainder of the approved funds will be released.
* You will be issued a T4a, which must be reported to Revenue Canada on your income tax, if you receive more than $500 from Creative Saskatchewan in the tax year. If you receive funding between January 1 - December 31, 2017, you need to claim it on your 2018 tax return, and if you receive funding between January 1 - December 31, 2018, you will claim it on your 2019 tax return. You will also want to keep your original receipts to offset this income.   
    
  **SUBMISSION**
* Email completed final reports to investment@creativesask.ca.
* Incomplete final report forms will not be processed.
* Please allow at least sixty (60) days from the date of receipt at Creative Saskatchewan for the final disbursement of funds to occur.
* If you have questions or require clarification, please contact Creative Saskatchewan at (306) 798-9800 or investment@creativesask.ca.

**Part A: Applicant Information**

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| --- | --- | --- |
| Grant ID Number: | Date: | |
| Artist or Company/Organization Name: | Applicants Name: | |
| Cheque Recipient: (This individual/company will receive the T4a) | Social Insurance Number (Individual) or Business Number: | |
| Mailing Address: | City: | Postal Code: |
| Phone Number 1: | Phone Number 2: | |
| Email Address: | Website Address: | |

**Part B: Deliverables and Recognition of Creative Saskatchewan**  
Please submit the items to be delivered as outlined in the Letter of Commitment that was issued for this grant. **Also separately submit marketing material samples that illustrate recognition of Creative Saskatchewan** where possible (i.e. posters, screenshots, photos, etc). High-resolution photographs and other large files can be sent electronically to investment@creativesask.ca.  
Below, please describe how Creative Saskatchewan was acknowledged for support of this project. (Attach a separate page if needed).

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**Part C: Share Your Success Story**  
Creative Saskatchewan likes to highlight the successes of our great creative producers. To help us in this endeavour, please provide us with a summary of your activity, in 250 words or less. Explain how you achieved the goals of your project and include any unexpected positive outcomes and the impact Creative Saskatchewan’s funding had on your business. Please note that what you submit here may be used by Creative Saskatchewan on our website, social media or other public promotional campaigns. (Attach a separate page if needed).

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**Part D: Benefits of the Program**Please complete the following to summarize the benefits that you received through the support of the Creative Saskatchewan Investment Fund.

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| 1. Please indicate if completing the supported activities will have a potentially significant impact on industry capacity and business skills development. Highlight one ( 1 = strongly disagree / 5 = strongly agree)   1 2 3 4 5 |
| Please explain: |

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| 1. Please indicate if completing the supported activities assisted in the development or advancement of your business goals. Highlight one ( 1 = strongly disagree / 5 = strongly agree )   1 2 3 4 5 |
| Please explain: |

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| 1. Please indicate if completing the supported activities generated any future opportunities. Highlight one   ( 1 = strongly disagree / 5 = strongly agree )  1 2 3 4 5 |
| Please explain: |

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| --- |
| 1. Please indicate if completing the supported activities assisted in generating publicity and/or expanding your business. Highlight one ( 1 = strongly disagree / 5 = strongly agree )   1 2 3 4 5 |
| Please explain: |

**Part E: Travel Itinerary**  
If travel was part of the project, please complete the Travel Itinerary (General) form available on the Business Capacity Grant webpage at www.creativesask.ca and attach to this report.

**Part F: Cost Report**  
Please complete the Business Capacity Grant Cost Report xls form available on the Business Capacity Grant webpage at www.creativesask.ca and attach to this report. (The amounts calculated in the Cost Report will be needed for the Budget Summary and Cost Declaration). Remember:

* When filling out the Cost Declaration Report, use the budget amounts from the approved final budget in the Letter of Commitment issued.
* Amounts for the In-House and Saskatchewan Spend columns are to refer to the actual spend amounts.
* All amounts must be in Canadian Dollars. For international amounts, supply the exchange rates used by your bank or credit card company or calculate amounts using www.oanda.com/currency/converter.
* Do not include GST or HST in the Cost report, as they are an ineligible expense. All expenses must be before GST/HST.

**Attach a separate page with explanations if:**

* Costs were incurred that weren’t in original budget
* There are variances in excess of 10% of budgeted amounts

*In both cases, Creative Saskatchewan will use its discretion when considering whether the increased costs will be accepted.*

**Part G: Budget Summary**

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| --- | --- | --- |
| Total Expenses | $ | The amount of all approved and eligible project expenses. |
| Total Budget Amount | $ | The amount in the application budget that was included in the Letter of Commitment. |
| Total Financing | $ | The amount committed by all funding agencies (including Creative Saskatchewan). This cannot exceed 100% of the total expenses. |
| Amount of Variance | $ | The difference between the total expenses and the budget amount. |
| Total Amount of Revenue | $ | The total amount received for the revenue opportunities (the totals from Part H below). |
| Net Loss | $ | The difference between Total Expenses and Total Revenue. |
| 50% of Total Expenses | $ | Half of the total amount of all approved and eligible project expenses. |
| Final Amount Claimed | $ | The total amount requested from Creative Saskatchewan (can not exceed 50% of the total expenses). |
| Amount of First Payment | $ | The first payment received from Creative Saskatchewan. |
| Amount of Final Payment | $ | The final payment requested from Creative Saskatchewan. |

**Part H: Revenue Summary**

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| --- | --- | --- | --- |
| Revenue Opportunity | Original Projection LOW | Original Projection HIGH | Actual Revenues |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |
| Total | $ | $ | $ |

Please take this opportunity to include further details about expected revenue opportunities as a direct result of this project, and the impact you anticipate it will have on not only on your career, but the community.

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**Part I: Additional Comments**  
We welcome your suggestions and comments, especially on ways to improve this program.

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**Part J: Cost Declaration**

Please complete the following as an official submission of the Final Cost Report.

1. I am the applicant of the Creative Saskatchewan funding agreement for   
     
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Grant ID Number and Name)  
     
   and, as such, I have personal knowledge of the matters stated in this document.
2. An Investment Fund Grant Agreement was entered into between Creative Saskatchewan and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (applicant name) on   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date applicant signed agreement).

1. The total final cost of the Project is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Final Financing Structure**

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| --- | --- | --- |
| **Name of Company or Individual** | **Amount** | **%** |
| Creative Saskatchewan | $0.00 |  |
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|  |  |  |
| **TOTAL** |  |  |

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| 1. I have reviewed the Final Cost Report as submitted above. 2. "I, the Applicant, do hereby solemnly declare and warrant that the information in and attached to this document is accurate, true and complete, and make this solemn declaration knowing that it is of the same force and effect as if made under oath." |
| |  |  |  | | --- | --- | --- | | **Per:** | **Title:** |  | | **(authorized signature)** | | | | **Printed Name:** | **Date:** |  | |

**Final Report Check List:**❑ This completed final report form;

❑ 5-10 High Resolution Promotional Photos (Part B);  
❑ Copies of marketing materials illustrating recognition of Creative Saskatchewan (Part B);  
❑ 250 word Success Story (Part C);  
❑ Completed Benefits of the Program form (Part D);  
❑ Completed Travel Itinerary form, if claiming travel (Part E);  
❑ Completed Final Cost Report (Part F);  
❑ If needed, an explanation for costs incurred that weren’t in original budget (Part F);  
❑ If needed, a Variance Report (Part F);  
❑ Completed Budget Summary (Part G);   
❑ Completed Revenue Summary (Part H);  
❑ Completed Additional Comments (if you like) (Part I);  
❑ Completed Cost Declaration (Part J).

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| **Signature of Applicant** |  | **Date** |

**Contact Info and Inquiries**All inquiries may be directed to Creative Saskatchewan:  
(306) 798-3456  
investment@creativesask.ca  
www.creativesask.ca