



# SPECIAL PROJECT FUNDING

## FOLLOW-UP REPORT FORM

The Final Report Form and required materials must be completed and submitted to the SCF office within 60 days of the end of the project.

1. Name of Hosting SCF member choir \_\_\_\_\_

2. Director (please print) \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Email \_\_\_\_\_

3. Name of Project \_\_\_\_\_

4. Clinician(s) \_\_\_\_\_

5. Location \_\_\_\_\_

6. Date(s) \_\_\_\_\_

7. Number of paid staff: \_\_\_\_\_

8. Number of volunteers: \_\_\_\_\_

9. Number of clinicians: \_\_\_\_\_

10. Number of participants registered: \_\_\_\_\_

11. Please list the names of the choirs who participated and the number of singers per choir

CHOIR NAME	SINGERS/CHOIR
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**12. Did the project meet your specific goals and expectations? Please describe:**

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**13. Participant assessment of the educational benefit of the project (or attach a summary of project evaluations):**

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**14. Please indicate your plans for next year:**

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**15. Financial Summary**

**a. Budgeted revenue**

- i. Reserve funds \_\_\_\_\_
- ii. Registrations \_\_\_\_\_
- iii. Sponsorships, grants & donations \_\_\_\_\_
- iv. Other (Specify.....) \_\_\_\_\_

**Total Revenue** \_\_\_\_\_

**b. Budgeted expenses**

(Please provide details for amounts over \$50, attached add'l sheet, if req'd)

- i. Administration \_\_\_\_\_
  
- ii. Personnel \_\_\_\_\_
  
- iii. Facilities \_\_\_\_\_
  
- iv. Other \_\_\_\_\_

**Total expenses** \_\_\_\_\_

**16. Please include the following items with your report:**

- a. Project agenda and program**
- b. Summary of project evaluations**
- c. Two copies (if originals provided) of promotional & advertising materials recognizing the support of the Saskatchewan Choral Federation as a partnership and the Sask Lotteries Trust Fund for Sport, Culture and Recreation as a funder.**  
(logos are available on the SCF website at [www.saskchoral.ca](http://www.saskchoral.ca))

**Please complete this form in its entirety and mail to:**  
**Saskatchewan Choral Federation, 212-1860 Lorne Street, Regina, SK S4P 2L7**  
**OR by email to [director@saskchoral.ca](mailto:director@saskchoral.ca)**

**Submitted by** \_\_\_\_\_ **Date** \_\_\_\_\_