

## FOLLOW-UP REPORT

ORGANIZATION INFORMATION			
Name of Organization			
Address			Postal Code
Contact Person			
Email Address			
Phone Number		Fax	
ALLOCATION			
Program Title		Ref. No.	
DESCRIBE THE PARTICIPANTS OF THE PROGRAM			
# of Anticipated Participants		13 – 19 years of age	
# of Actual Participants		Over 19 years of age	
Male		Seniors (65 years of age and over)	
Female		# of families	
Under 6 years of age		Other:	
WERE OBJECTIVES / GOALS ACHIEVED, TO WHAT EXTENT?			
WHAT TANGIBLE SERVICES DID THE PROGRAM PROVIDE TO THE PARTICIPANTS?			

**ACTUAL PROGRAM COSTS**

*Please include, along with a general ledger; all invoices and any other financial support documentation*

<b>INCOME</b>	<b>PROJECTED (In application)</b>	<b>ACTUAL</b>
Cash Donations	\$	\$
Fund Raising Activities	\$	\$
Other Grants/Contributions (Please list)	\$	\$
a.	\$	\$
b.	\$	\$
c.	\$	\$
Amount received from BATC CDC	\$	
<b>TOTAL INCOME:</b>		<b>\$</b>

<b>DIRECT COSTS</b>	<b>PROJECTED (In application)</b>	<b>ACTUAL</b>
Program Materials	\$	\$
Minor Equipment	\$	\$
Specialties Trades that are essential to programs	\$	\$
Consultant / Contractual	\$	\$
Building rent (portion related to program)	\$	\$
Utilities (portion related to program)	\$	\$
Transportation	\$	\$
Other direct program related expenditures	\$	\$
a.	\$	\$
b.	\$	\$
c.	\$	\$
d.	\$	\$
<b>TOTAL PROJECTED/ACTUAL EXPENDITURE</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL ACTUAL EXPENDITURE</b> <i>(Income Less Expenses)</i>	<b>\$</b>	

<b>ACKNOWLEDGEMENT OF BATC CDC CONTRIBUTION (Please indicate acknowledgement and attach samples)</b>

## 11. TERMS AND CONDITIONS

- 11.1 Upon project completion, organizations that have received funding will be required to complete the Follow-up Reports provided outlining expenditures incurred in the approved project.
- 11.2 A Follow-up Report form shall be sent to all approved applicants as an attachment to the approval letter. All Follow up Reports must be submitted no later than sixty (60) days after project completion date.
- 11.3 Late or incomplete follow-up reports will result in final payments being withheld until such time that the reports are received to the satisfaction of the General Manager. If the follow-up reports are not completed within the designated sixty (60) days after project completion, the remaining undisbursed funds shall be forfeited and all funds received by the Applicant, shall immediately become payable by the Applicant to the BATC CDC. The Board of Directors will make all reasonable efforts to obtain funds for projects that have not been completed or for which no follow-up report has been submitted.
- 11.4 Applicants who do not comply with all the required terms and conditions shall be ineligible from receiving any further funding from the BATC CDC for any other project until such time as the total amounts owing have been repaid in full to the BATC CDC. Exceptions shall only be provided when the Board passes a resolution granting consideration for future funding.
- 11.5 Organizations shall be provided with a *Reminder Notice* if they have not filed their Follow up Report within thirty (30) days after the project completion date. The thirty (30) day *Reminder Notice* shall advise the organization that failure to provide a complete Follow-up Report within thirty (30) days shall result in the organization automatically forfeiting the undisbursed funding balance and being designated as ineligible for future funding and that all previously disbursed funds will become repayable to the BATC CDC. Reminder letters will be sent to all organizations with outstanding reports on the 1<sup>st</sup> of each subsequent month following the project completion date, for a twelve (12) month period. Failure to respond to these 12 subsequent Reminder Notices will result in issuance on an invoice on the 1<sup>st</sup> day of the thirteenth (13<sup>th</sup>) month, to the applicant from BATC CDC, for previously advanced funds relating to that specific project. Any undisbursed funds will be officially forfeited at this time and will be returned to the pool of funds available for reallocation at the next BATC CDC Board Meeting. The Board of Directors will make all reasonable efforts to obtain funds for projects that have not been completed or for which no follow-up report has been submitted.
- 11.6 In the event that the final project cost is lower than originally projected, the amount of eligible funding will be adjusted to reflect the lower cost and will be considered an overpayment.
- 11.7 The organization will be required to refund the overpayment to the BATC CDC upon demand.
- 11.8 An adjustment **will not** be made if the final project costs are higher than originally projected.
- 11.9 The fund recipients must keep all original documentation for a period of seven (7) years. In the event the recipient does not have access to the original documentation, audited financial statements or other third-party verification may be accepted upon board approval.
- 11.10 Deviation from approved allocations must be submitted in writing to the BATC CDC and approval must be received before any expenditure of the funds.
- 11.11 An up to date financial summary of all Applicants who have not complied with the Follow up Report requirements shall be provided to the BATC CDC Board for each quarterly allocation meeting for their consideration.
- 11.12 Organizations must comply with minimum standards that ensure proper accountability and effective financial reporting. Where Applicants do not comply with the provisions as established in this policy, the BATC CDC may proceed with the exercise of any other rights or remedies the Board may deem appropriate or that it may have in law against the Applicant.
- 11.13 Unused funds or funds used for purposes other than what was approved must be returned to the BATC CDC for redistribution.

**INFORMATION CERTIFICATION**

**On behalf of the Applicant Organization, we hereby represent, warrant and certify:**

- (a) that the information contained in this Follow-up Report together with any supporting documentation associated therewith reflects in its entirety the actual costs associated with the related Project; and
- (b) that the information contained in this Follow up Report is true and correct and is being executed on behalf of the Applicant Organization by its duly authorized signing authorities; and
- (c) that as an authorized representative of the organization, I hereby consent to BATC Community Development Corporation to print or publish any comments, materials or to display photographs contained or attached to the Follow-up Report, on the Corporation’s website or through any other medium at the discretion of the Corporation.

***I, HEREBY certify that the information contained in this Follow-up Report is accurate and complete:***

\_\_\_\_\_  
*Signature of Organization Representative*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**AND**

\_\_\_\_\_  
*Signature of another Organization Member*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

The Follow up Report is due within **60 DAYS AFTER PROJECT COMPLETION**

Please submit the follow-up report to:

**BATC COMMUNITY DEVELOPMENT CORPORATION**  
**Attention: Management**

**VIA:    Mail or Drop off:                    or            Email:**  
          1011 103<sup>rd</sup> Street                                    [cdc@batc.ca](mailto:cdc@batc.ca)  
          North Battleford, SK  
          S9A 1K3