

ClimateReadyYYC Small Grant Report

1. Grant Recipient Information

Project Name	
Organization/Group Name	
Primary Contact	
Email	
Phone	

2. Project Overview

Total Cost	
Project Start Date	
Completion Date	

Technical Report

3. Project Summary (*Max 200 words*)

Briefly describe your project, its goals, and how it aligns with ClimateReadyYYC's focus on climate action.

4. Project Details

- **Activities:** What did you do?
- **Climate Action:** How does this support climate resilience?
- **Engagement:** Who participated? How many? Did it reach diverse and vulnerable groups?
- **Impact:** What difference did it make?
- **Accessibility:** How accessible was the activities planned? Will it be accessible to community members in the future?
- **Sustainability:** How will you ensure sustainability of the project implemented?

5. Challenges & Learnings

- **Challenges:** What difficulties did you face? How did you address them?
- **Lessons Learned:** What insights could help future projects?

6. Impact Stories

Share any feedback or stories from those involved or benefitting from your project.

Financial Report

7. Budget Overview

Total Grant Approved	Total Grant Utilized	Difference

8. Expense Breakdown

Item	Budgeted	Actual Expense	Remarks for Deviance
Total			

9. Additional Funding Sources

Funding Source	Amount	Status
ClimateReadyYYC		Completed
Total		

10. Supporting Documents

- **Photos:** At least 5 high-resolution images of project activities.
- **Invoices and Receipts:** Scanned Invoices for expenses and Receipt of payment.
- **Promotional Materials:** Any related media, resources, or coverage.

Submission Information

- **Deadline:** TBD
- **Submit to:** Pooja Shrestha, Community Grant Implementer
 - Email: pooja@calgarycommunities.com
 - Phone: 403-244-4111 (Ext. 227)

Certification

By signing below, I confirm the accuracy and completeness of this report.

Signature: _____

Date: _____