



## ActivateYYC Final Report Form 2026

Congratulations on completing your project! Thank you for adding a valuable piece to the public realm of Calgary and for making our city a more enjoyable, safer, and vibrant place to live.

Below you will find a brief list of questions that will help us better understand the impact of the ActivateYYC grant, and the outcomes you have witnessed in the community as your project has come to life.

If you have any further questions, please reach out to: [activateyyc@calgarycommunities.com](mailto:activateyyc@calgarycommunities.com).

### Contact and Project Info

Name of Organization:

Contact Person:

Contact Email:

Contact Phone Number:

Project Name / Title:

Project Address:

Project Completion Date:

## **Please select the top 3 impacts from your project!**

This project helped our community / organization to:

- Engage people who do not normally get involved
- Increase safety within our neighbourhood
- Change how people interact with a certain space
- Use resources that already existed in our community (i.e. skills, ideas, people, money, etc.)
- Give people something to do in their very own neighbourhood
- Build understanding of processes, approvals, permitting for public realm projects
- Get excited about the next steps / long-term vision of our community spaces

## **Tell us about your project!**

Give us as much or as little detail as necessary to paint a picture of this project, and what happened. The beauty of 'microgrants' is that it's especially okay if things didn't go as planned, we want to hear what worked, and what really didn't, some awesome stories, and what you would have done differently!

What did you do? What did you achieve?

How many people / volunteers supported this project?

What is your favourite story from this project?

How were community members and neighbours informed about this project?

What unanticipated problems or challenges did you encounter during the planning or implementation process?

In what ways did you interact with the City? Were any permits, licenses and/or approvals necessary? How was the process?

What might you have done differently? What do you wish you knew before you started?

What advice would you give to someone who is interested in their own ActivateYYC project?

In what ways could ActivateYYC have made the process easier?

On a scale of 1 (very unlikely) - 10 (very likely), how likely is it that you would recommend our program to a organization, neighbour or friend?

OPTIONAL: Any other comments, questions, ideas, or reflections about your project?

What did it cost to complete your project / event? We want to know how much it cost in total, and how much ActivateYYC will be reimbursing. Supporting files can be attached below.

i.e. Total project cost = \$4,500

ActivateYYC Grant contribution = \$2,500

What organization are we reimbursing?

\* Please ensure when you send this final report to [activateyyc@calgarycommunities.com](mailto:activateyyc@calgarycommunities.com), that you are also including the following attachments:

1. **Your five best photos!** We want some great images of the final product, as well as some that show your volunteers in action or the work in progress.

\*By submitting these photos, you understand that these may be used on our social media and website to show the awesome work that you accomplished!

2. OPTIONAL: If you have a **budget / expense breakdown or spreadsheet**, please attach.
3. Please provide **proof of your project / event's costs** (i.e. receipts, paid invoices, e-transfer screenshots) in order to receive your reimbursement. ActivateYYC can only reimburse costs with proof of payment attached. Please send 5 receipts (if more than 5 receipts, please compile all receipts into one PDF file).
4. Please send along your **banking details OR a void cheque**.  
For banking details (please provide in separate lines):  
Name of Bank  
Institution Number  
Transit Number  
Account Number

Thank you for completing the ActivateYYC final report!

We process reimbursements on the 22nd of every month, to be received on the first Friday of the following month (i.e. January 22nd processing - Received first Friday of February). Reimbursements received after the 22nd will be delayed until the following month (i.e. January 26th received; reimbursement processed February 22nd, and transfer received by your bank first Friday of March).

Keep in touch with any further questions, ideas, thoughts, or concerns! And don't forget to follow us on Instagram @fedeyyc for the latest updates and project highlights.