A final report is required for all approved projects at the end of the funding period.

**B.C. History Digitization Program**

**Final Report**

|  |  |
| --- | --- |
| Date of report |  |
| Project title |  |
| Institution |  |
| Contact information of project manager | *Name, Title, Address, Telephone, Email* |
| Completion date |  |
| Collection URL |  |

Provide a short narrative of the tasks undertaken to complete the Project.

|  |
| --- |
|  |

List the names, positions and status (i.e. permanent, contractor or volunteer) of those responsible for carrying out the Project and provide a short description of the tasks carried out by each of them.

|  |
| --- |
|  |

Include examples of publicity such as press clippings and press releases pertaining to the project.

|  |
| --- |
|  |

Please include an image for inclusion in the Learning Centre’s promotion of your completed project and collection.

|  |
| --- |
| *Paste image into body of report or include as an attachment when submitting report via email* |

**Financial Information**

This statement must be signed by the Executive Director or a senior officer with financial signing authority.

**Project Income**

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of Income and Investment** | **Cash** | **In-kind Investment** | **Total** |
| Applicant | $ | $ | $ |
| Learning Centre Funds Requested | $ |  | $ |
| Other  (Please specify) | $ | $ | $ |
| Total Project income | $ | $ | $ |

**Project Expenditures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost/Expense** | **Cash** | **In-Kind** | **Total** |
| Salaries and wages | $ | $ | $ |
| Professional/Consultant Fees and Services | $ | $ | $ |
| Travel and Meeting Costs | $ | $ | $ |
| Marketing and Communications Costs | $ | $ | $ |
| Equipment and Software Costs | $ | $ | $ |
| Project Management (Up to 5%) | $ | $ | $ |
| Other Costs  (Please specify) | $ | $ | $ |
| Total Project Expenses | $ | $ | $ |

|  |  |
| --- | --- |
| Learning Centre Funds received | $ |
| Surplus remitted (if applicable) | $ |

|  |  |
| --- | --- |
| Authorized Signature |  |
| Print name |  |
| Title |  |
| Date |  |

|  |  |
| --- | --- |
| Learning Centre signatory |  |
| Print name |  |
| Title |  |
| Date |  |