

Applicant Organization/Business

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Creative Industries Fund Final Report

APPLICANT INFORMATION				
Name of Organization/Business *				
Street Number *	Street Address *			Suite
PO Box	City/Town *	County *	Province * Nova Scotia	Postal Code *
Email *		Website		
APPLICATION CONTACT				
Contact Name				
Telephone (Primary)				
Telephone (Alt)				
Fax				
E-Mail				
PROJECT INFORMATION				
Project Name *		Application # *		
Project Start Date *		Project End Date *		
Funding Received *		Final Project Cost (actuals) *		

REPORTING

This Section Must Be Completed

Answer the following questions in a separate document. Number each answer to correspond to each question. Use black type no smaller than 11point. Do not include images in the grant text.

1. **General Feedback:** Did your project achieve its goals? Why or why not? Please provide a general assessment of the project from the applicant's perspective. Describe in general terms how funding received through the Creative Industries Fund supported the project. (max. 200 words)
2. **Project Results:** Provide a detailed breakdown of activities that were undertaken over the project period. Include milestones and the steps taken to reach them, and any measurable results of each milestone and of the project overall. Please provide quantitative metrics to support results achieved where possible.
How will the results of this project contribute to your organization's future strategy, operations, and planned activities? (max. 500 words)
3. **Project Impact:** Provide specific examples of how the project directly or indirectly impacted your organization's earned revenue opportunities in new markets or enhanced your organization or sector's revenue-generating capacity in existing markets; or
Please indicate specific ways in which the project contributed to export-readiness and/or the increased business capacity of the organization or sector and enhanced market- and export-readiness.
Please include discussion of what was learned during the undertaking of the project. What was successful? What would you change next time? (max. 500 words)
4. **Equity, Diversity, and Inclusion:** Did this project support underrepresented groups with Nova Scotia's creative sector? Did the project expand the diversity of your organization, your industry or the province's creative sector? Please provide detail. (max. 200 words)
5. **Detailed Budget:** Using the 'Actual Revenues and Expenditures Report' on the following page (or similarly structured budget document) please provide a comparative budget (projected v. actuals) for your project including only revenues and expenses pertaining to that project. For projects with multiple discrete project components please include separate project budgets for each component.

Please clearly identify all public sector funding sources contributing to the project in your revenues.
6. **Measurable Objectives and Anticipated Outcomes:** Please provide specific detail regarding the project's expectations in relation to the results achieved. Please elaborate upon how your organization is measuring success.
Using both quantitative and qualitative assessment tools, describe how your project achieved the objectives of the Creative Industries Fund as indicated in your initial application.
<https://novascotia.ca/programs/creative-industries-fund/Creative-Industries-Fund-Guide.pdf>
7. **Support Material:** Provide any additional documentation that may be helpful to better understand the project(s)

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ACTUAL REVENUES AND EXPENSES REPORT

Please complete the form below or attach your own prepared statement

CIF contribution cannot exceed 50% of approved eligible expenditures**Revenues**

Projected values should reflect those in the application budget

Item	Projected	Actual	Notes
CIF Contribution			
Applicant Contribution			
Municipal Assistance			
Federal Assistance			
Earned Revenue			
Corporate Sponsorship			
Fundraising Activities			
Other (specify in notes)			
Totals			

Expenses

Provide detailed line items. Projected values should reflect those in the application budget

Item	Projected	Actual	Notes
Totals			