

**Adobe Reader 8.0+ is required to complete this reporting form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



**★ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

**1. Festival/Event Profile**

Project #:	Proponent organization (legal name):	Mailing address:
Provide the name of the festival or event:		Provide the date(s) of the festival or event:

**2. Required Attachments**

**Photos of the festival or event.**

**If approved for \$5,000 funding, please provide financial statements from this festival or event.**

**3. Festival/Event Report**

Provide a brief summary (including key highlights) of this year's festival or event:
How was Northern Development's funding contribution used?
How did Northern Development's funding contribution help to enhance or grow the festival/event?
How do you currently track the number of attendees at your festival/event:

How are you currently marketing your festival/event?	
Select all that apply:	
Advertisements	Social media
Print media	Signage
Broadcast media	Other _____
Word of mouth	Website
Do you currently ask for and receive feedback from your performers and/or vendors about your festival/event?	Do you currently track your social media outreach?
Number of people who attended or participated this year's festival/event:	Percentage of attendees or participants from the host community:
Actual festival/event revenues:	Actual festival/event expenses:
\$	\$

**4. Authorization**

I have read and understand the [Fabulous Festivals and Events Application Guide](#) including the ineligible costs.

I confirm that the information in this report is accurate, complete, and fairly presented.

I authorize Northern Development to make enquiries in order to verify the results reported.

I agree to provide upon request any additional updates and reporting Northern Development staff deems necessary.

I authorize Northern Development's use of any photos submitted with this report for promotional purposes.

I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

Name (organization signing authority): ★ Please type name.	Position/title:	Date:

**5. Submitting Your Report**

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email. ★ Please do not scan this form (if possible).

Email: [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca)