



**NAKUSP AND AREA COMMUNITY FOREST**  
DONATION PROGRAM

**Project Completion Report**



FUNDING YEAR:

REPORT DUE:

Name of Organization/Society		
Project		
Contact	Email	Phone

TYPE OF REPORT (check type)	
<input type="checkbox"/>	<b>FINAL REPORT: Project was considered complete as of _____</b> (Projects are considered complete the earlier of the date the project is complete or upon expenditure of funding, please see reporting requirements below)
<input type="checkbox"/>	<b>INTERIM REPORT: Due by March 31, 2021 for all projects still in progress</b> (Please provide progress details in the Project Outcome section below. Financial Statement section can be left blank.)

FINANCIAL STATEMENT			
FUNDING SOURCES		PROJECT EXPENSES	
NACFOR Donation (including 10% holdback)	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>TOTAL PROJECT FUNDING</b>	\$	<b>TOTAL PROJECT EXPENSES</b>	\$
<b>UNUSED NACFOR Donation</b> (NACFOR will review report and consider amount required for return)			\$

PROJECT OUTCOME (Please describe the level of success this project attained with respect to the goal(s) for the project)

RECOGNITION OF NACFOR'S DONATION (Please describe how your organization has publicly acknowledged the donation)

FINAL FINANCIAL REPORTING REQUIREMENTS
<p>All organizations in receipt of a NACFOR donation of \$1,000 or more are required to complete a Project Completion Report by March 31 of the year following receipt of funding. Holdback amounts will be released upon receipt of the Project Completion Report.</p> <p>Please complete and return <b>one Project Completion Report and a minimum of two relevant photographs</b>. Failure to submit a Project Completion Report with accompanying photographs by the due date may jeopardize potential NACFOR funding in future years. NACFOR reserves the right to audit projects at any time. Project receipts must be kept for review upon completion at NACFOR's discretion.</p>

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

Return to: Nakusp & Area Community Forest, Box 925, Nakusp, BC V0G 1R0 or [donations@nakuspcommunityforest.com](mailto:donations@nakuspcommunityforest.com)