

SPECIAL EVENT GRANT Post Event Evaluation Report Checklist

The City of Saskatoon requires the following in order to release approved grant funding.

If all information is not included, the post event evaluation report will be considered incomplete and grant funding will not be released.

ORGANIZATION NAME: _____

Please initial each item you have completed:

SENT (Applicant Initial)	ITEM	RECEIVED (C of S Initial)
_____	Your package includes one original copy of the Post Event Evaluation Report form	_____
_____	The "Information Certification" form has been signed by two people.	_____
_____	You have included one copy of the Board-approved financial statements specific to the event.	_____
_____	The revenue statement includes the approved City of Saskatoon grant amount.	_____
_____	You have retained one copy of the completed Post Event Evaluation Report Form for your files.	_____

Deliver the completed post event evaluation report form to:

Special Events Grant
Community Services Department
Attention: Customer Service Section Manager
2nd Floor, Saskatoon City Hall
222-3rd Avenue North
Saskatoon SK S7K 0J5

Post Event Evaluation Reports must be received within 180 days of event completion.

Grant funding will only be released upon review and approval of this report.

Special Event Grant - Post Event Evaluation Report

Name of Organization:	
Address:	
Postal Code:	Website:
Contact Person:	Position:
Email Address:	Phone Number:
Event Title:	
Event Date(s): _____ to _____ month, day, year month, day, year	
Event Location(s):	
Amount of Grant Approved: _____	

1. Provide a brief description of the event. (i.e. what was the event? – maximum 150 words)

2. How were the event goals and objectives accomplished? (i.e. what things took place to achieve these goals/objectives? – maximum 150 words)

3. How did you determine that your event achieved the objectives? (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Number of Participants | <input type="checkbox"/> Attendance |
| <input type="checkbox"/> Quality of the event | <input type="checkbox"/> Revenue and expense budget is met |
| <input type="checkbox"/> Other _____ | |

4. a) Actual Event Attendance Numbers:

Attendees	Number
Competitors/Athletes	
Spectators/Audience	
Volunteers	
Officials	
Other (describe below):	
Total	

b) How were the attendance numbers determined?

5. Describe how the community was able to participate in this event.

6. How was the community made aware of the event? (check all that apply)

- newspaper ads - specify which newspapers: _____
- TV ads - specify which TV stations: _____
- online communications - specify website(s): _____
- radio ads
- Facebook
- posters
- other _____
- Twitter
- brochures

7. What results and/or benefits did those in attendance receive from this event?

Athletes/Competitors:

Spectators/Audience:

Volunteers:

8. How was the City of Saskatoon acknowledged as a funder for the event?

Note: Copies of acknowledgement must to be attached to this Post Event Evaluation Report.
(check all that apply)

- Posters Newsletter Radio Newspaper
- Banners TV Website Word of Mouth
- Speeches Facebook Twitter Other _____

9. Describe the economic benefit (i.e.. Direct spending impact of hotels, restaurants, car rentals, etc.) to Saskatoon and region as a result of this event taking place and how this economic benefit was determined.

10. Media Exposure: Specify the type of media exposure that was garnered from this event.

- National Newspapers (i.e.. The Globe and Mail): _____
- National TV Stations (i.e.. CTV Television Network): _____
- National Websites: _____
- National Radio Stations (i.e. CBC Radio One: _____
- Provincial Websites: _____
- Local Newspapers (i.e.. Star Phoenix, Planet S, etc): _____
- Local TV Stations (i.e.. CTV, CBC): _____
- Local Websites: _____
- Local Radio Stations (i.e. C95, 96.3): _____

11. Event Scope: What percentage of involvement was from International, National, Provincial or Local participants?

Participants	Athletes/Competitors	Spectators/Audience
International		
National		
Provincial		
Local		

12. Event Operating Budget

Provide complete actual revenue and actual expenses for the entire event.

NOTE: Revenue and expenses must correspond to those submitted in the original grant application and must be authorized by the organization's board of directors.

REVENUE:	Actual
Approved City of Saskatoon Grant Amount	
Federal Government Funding	
Provincial Government Funding	
Sport Governing Body Funding	
Contribution From Your Organization	
List All Sponsorships Below:	
Registration Fees	
Ticket Sales	
Merchandise Sales	
Cash Donations	
List All Other Funding Sources Below:	
Other:	
Total Revenue:	\$_____

Provide further explanation of event revenue sources below:

EXPENSES:	Follow-up Actual
Facilities:	
Civic Services (list):	
Fees (list):	
Equipment and Supplies (list):	
Marketing (list):	
Staffing:	
Merchandise:	
Other event expenses:	
Total Expenses:	\$ _____

List In-kind items separately here (do not include in the project budget):

		An in-kind donation is a gift of goods and services that your organization typically would not have to buy had they not been donated. Volunteer hours are not considered in-kind donations.
Total In-Kind	\$ _____	

Provide further explanation of event expenses below.

Information Certification

Signature

In creating this post event evaluation report, we the undersigned Board Members/Executive Director/Event Manager hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this post event evaluation report and the related attached supporting documents are truthful and accurate and the post event evaluation report is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent.

Warning

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this post event evaluation report for the purposes of receiving a grant may not only have the grant denied but may be deemed ineligible for funding from any grant program administered by the City of Saskatoon for a length of time and on such terms as the City of Saskatoon, in its sole discretion, deems appropriate.

Signature	Print Name	Board Member	Date
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Signature	Print Name	Board Member or Executive Director or Event Manager	Date
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