**Urban Communities Partnering for Reconciliation**

**Pilot Program**

**2024/25 Final Report Form**

Please complete and return the final report form and all required attachments **within 30 days of project completion**. All questions are required to be answered by typing directly in this form.   
  
For detailed instructions regarding application requirements, please refer to the *2024/25 Urban Communities Partnering for Reconciliation Pilot Program and Application Guide.*

If you have any questions, contact [lgps@ubcm.ca](mailto:mailto:%20cepf@ubcm.ca) or 604-270-8226 extension 220.

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| **SECTION 1: Applicant Information** | **LGPS**   *(for administrative use only)* |
| Local Government or Indigenous Society/Organization: | Final Report Submission Date: |
| Contact Person\*: | Position: |
| Phone: | Email: |

*\* Contact person must be an authorized representative of the applicant (i.e. staff member or elected official).*

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| **SECTION 2: Event or Project Summary** |
| 1. **Date(s) of actual event(s) or activities:** |
| 1. **Participants.** What organizations participated and what specific role did they play? Refer to Sections 2 and 4 of the Program and Application Guide for required participants.   Indigenous society/organization:  Local government(s):  First Nation(s):  Other participants: |
| 1. **Project Information**    1. Total final project expenditure:       \* Total UCPR grant expenditure:       \*    2. Did you receive other funding for this project from other sources? If yes, please indicate the source and the amount of funding received from other sources:     *\* The total final project expenditure and total UCPR grant expenditure must match  the actual costs in your financial summary (not the original budget).* |
| 1. **Summary of Event(s) and/or Activities.**   **A) Event(s) and/or Activities.** Please describe the completed events and/or specific activities that were undertaken including format, topics, speakers, etc. If more than one event took place, please provide a description of each completed event(s).    **B) Attendance.** Please indicate how many people attended the events or activities. |
| 1. **Alignment with funding stream.** Please describe how your completed event(s) and/or activities aligned with the intent of program to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or advance tangible outcomes. |
| 1. **Outcomes and deliverables.**  Please describe the specific outcomes and deliverables from your event(s) and/or activities. How did the project advance reconciliation between local government and urban Indigenous people in your community? |
| 1. **Partnership and demonstrated community support.** Please list all partners that supported the completed event(s) or activities (e.g. local First Nations, community service organizations, other local governments, etc.) and the specific role they played. |
| 1. **Additional Comments.** Please share any additional comments you would like to provide. |

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| **SECTION 3: Required Final Report Materials** |
| The following separate attachments are required to be submitted as part of the final report:  Detailed financial summary that indicates the actual expenditures from UPCR and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. *GL reports and vendor receipts may be included but will not be accepted as financial summaries.* Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](https://www.ubcm.ca/sites/default/files/2023-09/LGPS-2023-Budget-Financial%20Summary%20Form-%202023.09.xlsx).  Examples of any training or capacity building materials that were produced with grant funding.  Photos of funded activities and/or completed projects.  Links to media directly related to the funded project. |

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| **SECTION 4: Certification of Costs** (to be signed by Chief Financial Officer or Designate) | |
| I certify that the costs identified in the attached financial summary: (1) have been incurred and paid; (2) are attributable to the project; (3) are eligible; and (4) are net of tax and any other rebates.  In addition, for final claims, I certify that: (1) the project is complete; (2) all revenues generated from the project have been declared; and (3) all eligible portions of all other grant contributions for the project have been declared. | |
| Name: | Title:  *(CFO or designate)* |
| Signature:  *A certified digital or original signature is required.* | Date: |

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

Email: lgps@ubcm.ca