



YEAR-END REPORT - Activities/Funding Used 2006/07

Project TITLE: _____

TOTAL Budget of Your Project: \$ _____

Total Youth Contribution Funding Used by Your Project: \$ _____

Contact Person: _____

Mailing Address: _____

Telephone: _____

Fax: _____ **Email:** _____

I, _____ **declare that all information in this document is true to my knowledge.**

Signature: _____ **Date:** _____

NOTES/INSTRUCTIONS:

This report will be used in two ways:

- (1) As part of the year-end evaluation report for the Youth Contribution Fund.
- (1) To reimburse your project for total actual expenses.

Please:

- ___ Complete all sections of this report.
- ___ Include a copy of any program photos or materials that are available.
- ___ Mail or fax the completed report to your regional MACA Office (see last page for contact information).

Please provide an overall summary description (one or two paragraphs) of your project*:



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Please answer the following questions:

1. a) What type of activities did you do? (check all that apply or specify):

___ Traditional Aboriginal cultural events; specify: _____

___ School-related extra-curricular activities or trip; specify:

___ Development/training of a youth organization; specify: _____

___ Attended or hosted a Youth Conference; specify: _____

___ Other; specify: _____

b) Did participants travel:

___ Within the Northwest Territories? If so, where? _____

___ Outside the Northwest Territories? If so, where? _____

2. a) How many youth took part in your project? _____

b) Which youth took part in your project ? (check all that apply)

___ High School Students

___ Post-secondary Students

___ 'At-Risk' Youth

___ Youth (15-19 years)

___ Youth (20-25 years)

___ Other _____

3. Total programming hours? (e.g. 2hrs/week x 20 weeks= 40hours)

4. Who was involved (workers, volunteers, elders, partners) in organizing and running your activities?

Who

What was their role



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5. Please describe what went well with your project - Have you had any major "achievements" to date? If so, please share these as they could benefit other northern communities.

6. Do you feel that you met the goals and objectives of your youth contribution project as were described in your proposal?

__ No. Why not? _____

__ Yes. Why? _____

9. How will you share what you learned with others?

11. Did you have any problems with your project? Please describe.

12. Other comments?

Approved By: _____ Signature: _____
Date: _____



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| BUDGET (use extra paper/forms if needed) | Youth Contribution Fund | Other Funding Sources | Explanation: describe all costs, where applicable. |
|--|-------------------------------|-----------------------------|--|
| Project Title(s): | | | |
| Materials and Supplies | \$ | \$ | Comments: please specify the kinds of materials you are buying or will be producing as part of your project |
| | \$ | \$ | |
| | \$ | \$ | |
| A. Total Material and Supply Costs: | \$ | \$ | |
| Programming and Coordination Costs | \$ | \$ | Comments: please specify the programming & coordination costs for your project. |
| | \$ | \$ | |
| | \$ | \$ | |
| B. Total Programming and Coordination Costs | \$ | \$ | |
| Travel | \$ | \$ | Comments: please specify the travel costs for your project. |
| | \$ | \$ | |
| C. Total Travel Costs | \$ | \$ | |
| Other | \$ | \$ | Comments: please specify any "other" costs for your project. |
| | \$ | \$ | |
| D. Total Other Costs | \$ | \$ | |
| E. <u>TOTAL</u> Funding Used A+B+C+D=E | \$ | \$ | |



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Regional Municipal and Community Affairs Staff

Submit your final report to your regional MACA Staffperson

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Keep a copy of the final report, expenditures, and original receipts for your files. The Youth Secretariat has the right to audit a project at any time.

*This year end report has been adapted with permission from the NWT Department of Health and Social Services