



YEAR-END REPORT - Activities/Funding Used

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 to:

- (1) As part of the year-end evaluation report for the Youth Contribution Fund.

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.

Four horizontal lines for writing the answer to question 5.

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? _____

Two horizontal lines for writing the answer to question 6.

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

Two horizontal lines for writing the answer to question 9.

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

Three horizontal lines for writing the answer to question 11.

12. Other comments?

Two horizontal lines for writing the answer to question 12.

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 Staff person

North Slave Region
PO Box 1320
Yellowknife, NT X1A 2L9
Phone: 867-392-6328
Fax: 867-392-6312
E-mail: Conan_Donahue@gov.nt.ca

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Fax: 867-777-7352
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Sahtu Region
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Yellowknife, NT X1A 3S9
Phone: 867-873-7329
E-mail: Dawn_Moses@gov.nt.ca

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.