



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 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.
<b>Project Title(s):</b>			
<b>Materials and Supplies</b>	\$	\$	<b>Comments:</b> please specify the kinds of materials you are buying or will be producing as part of your project
	\$	\$	
	\$	\$	
<b>A. Total Material and Supply Costs:</b>	\$	\$	
<b>Programming and Coordination Costs</b>	\$	\$	<b>Comments:</b> please specify the programming & coordination costs for your project.
	\$	\$	
	\$	\$	
<b>B. Total Programming and Coordination Costs</b>	\$	\$	
<b>Travel</b>	\$	\$	<b>Comments:</b> please specify the travel costs for your project.
	\$	\$	
<b>C. Total Travel Costs</b>	\$	\$	
<b>Other</b>	\$	\$	<b>Comments:</b> please specify any "other" costs for your project.
	\$	\$	
<b>D. Total Other Costs</b>	\$	\$	
<b>E. <u>TOTAL</u> Funding Used A+B+C+D=E</b>	\$	\$	



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**Regional Municipal and Community Affairs Staff**

Submit your final report to your regional MACA Staff person

North Slave Region  
Sr. Recreation Development Officer  
PO Box 70  
Behchoko, NT X0E 0Y0  
Phone: 867-873-7329  
Fax: 867-920-6467  
E-mail: [Cory\\_Emsley@gov.nt.ca](mailto:Cory_Emsley@gov.nt.ca)

Beaufort Delta Region  
Sr. Recreation Development Officer  
Bag Service No. 1  
Inuvik, NT X0E 0T0  
Phone: 867-777-7192  
Fax: 867-777-7352  
E-mail: [Donald\\_Kuptana@gov.nt.ca](mailto:Donald_Kuptana@gov.nt.ca)

Sahtu Region                      Dehcho Region  
Sr. Recreation Development Officer  
PO Box 70  
Norman Wells, NT X0E 0V0  
Phone: 867-587-7116  
Fax: 867-587-2044  
E-mail: [Conan\\_Donahue@gov.nt.ca](mailto:Conan_Donahue@gov.nt.ca)

Sr. Recreation Development Officer  
Box 240  
Fort Simpson, NT X0E 0N0  
Phone: 867-695-7224  
Fax: 867-695-2029  
E-mail: [Shane\\_Thompson@gov.nt.ca](mailto:Shane_Thompson@gov.nt.ca)

South Slave Region  
Sr. Recreation Development Officer  
Box 283  
Fort Smith, NT X0E 0P0  
Phone: 867-872-6533  
Fax: 867-872-6526  
E-mail: [Colin\\_MacPherson@gov.nt.ca](mailto:Colin_MacPherson@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.

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