

RTOERO DISTRICT 20 SERVICE TO OTHERS GRANT

FINAL REPORT (to be submitted within two months of completion of project)

Title of Project: _____ **Date (current)** _____

Contact Information (Point person's name; email address; phone number):

Name:

Email:

Phone:

Summary of project (Describe the project including how it met expectations and benefited the community.)

Communication Plan (Explain how the project details were communicated to the community and how RTOERO was recognized.)

Financial Plan and Timeline (Show how were the funds spent as well as project start and end dates.)

Success (Explain the success of the project, things that were surprising or additional comments)

Additional pages may be used and attached, including supporting documents, articles and photos.

Please forward the completed report by email to president20@districts.rtoero.ca. Or send by mail to **Lorraine Kenney**

- Awards and Grants Chair - RTOERO District 20, 1102-185 Ontario St., Kingston, ON K7L 2Y7 .