



RECREATION USER GROUP GRANT (RUGG) FOLLOW-UP FORM PROCESS

FOLLOW-UP FORM PROCESS

Follow-up forms shall be submitted to the Brooks & District Recreation and Parks Board by one of the following methods:

- Mail at P.O. Box 879, Brooks, AB, T1R 1B7 Attention: Randi McPhillips, RUGG
- Hand delivered to City Hall – 201 1st Avenue West, Brooks, AB Attention: Randi McPhillips, RUGG
- Emailed to Manager, Recreation Services, rmcphillips@brooks.ca with subject line as "RUGG Grant Follow-Up"

Follow-up forms shall be completed 30 days after the project/program is complete.

All funded programs are required to complete this form. Failure to complete this form on time may result in ineligibility to apply for funding in the future.

1.0 RUGG Applicant Information

1.0 RUGG Application Number – *Insert number found on your funding approval document/letter.*

1.2 Organization Name – *Insert the name of the organization you are representing. (e.g. Local Track Club)*

1.3 Mailing Address – *Insert the mailing address for the organization you are representing. (e.g. PO Box 123, Brooks, AB T1R 1A1)*



2.0 Assessment

Project Completion and Needs Met – *Identify how the project met the needs of the community and how the funding helped to achieve this goal. Indicate any successes or challenges that the organization faced.*

3.0 Project Costs

Actual Project Costs – *costs must be listed on the form to show that the funds given were used based on the approved RUGG application.*

- Receipts must be included to show all program/project/event expenses (costs) and income (revenue) based on the approved RUGG application. Distribution of remaining funds may be reduced for ineligible expenses.

4.0 RUGG Follow-Up Form Agreement

4.1 Organization Name – *Same as 1.0 in RUGG Applicant Information*

4.2 Signatures/Positions – *A dual signature is required certifying the information in the document is true and accurate. The individual signing the RUGG application must have signing authority within the organization. Please provide the date the RUGG Follow-Up Form was completed.*

5.0 Feedback of RUGG Process

Provide your organization's opinion/suggestions as to the effectiveness of the RUGG application process. (e.g. format suggestions, length, information requirements, etc.)