Saskatchewan Council for Archives and Archivists
FINAL REPORT
Institutional Grants Program
2017-18

As the recipient of an institutional grant from the Saskatchewan Council for Archives and Archivists (SCAA) for 2017-18 you are required to complete a final report.

We recognize the increasing amounts of administration involved in grant writing and do not wish to create more paperwork. If you received an institutional grant as matching funding for a Young Canada Works, or other external grant, you may submit a copy of your final report to that funding program in lieu of filling out a separate SCAA report. You must, however, include in your submission to SCAA the information asked for in points 7 and 8 below.

If you received an institutional grant for a stand-alone project please prepare a short-written report (no more than 4 pages) that includes the following:

1. Name of institution
2. Name, email, and telephone number of the project manager
3. Names of any other individuals or organizations involved in carrying out the project
4. Start and end dates of the project
5. A brief description of the work that was completed
6. A brief statement on the impact/value of the grant for your institution **(If the project was a recommendation made in an Assessment please make note of this fact)**
7. A brief statement indicating how your institution recognized/acknowledged the financial support from Saskatchewan Lotteries and SaskCulture
8. Attach a copy of your letter of thanks to the Minister of Parks, Culture, and Sport (unless you have already submitted this letter to the SCAA office). A copy of this letter should also be sent to your local Member of the Legislative Assembly (MLA)
9. Complete the attached Financial Table

The report must be dated and signed by the person authorized to commit the resources of your institution.

Please return your completed report by 31 May 2018 to:

SCAA Institutional Grants Program
202-1275 Broad Street
Regina, SK, S4R 1Y2

We gratefully acknowledge financial support for this program from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation through SaskCulture Inc.

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FINANCIAL TABLE
(Please include receipts for purchases of supplies, equipment or contractors)

Revenue

Institutional Grant Received	$
Applicant's Contribution	$
Other: (Specify)	$
TOTAL	$

Expenditure

Salaries and Wages	$
Professional & Consultant Fees	$
Supplies	$
Equipment	$
Marketing & Communications	$
Other: (Specify)	$
TOTAL	$