

HGP Completion Report Instructions 2014

The Project Value section of the PCR is dedicated to your expenses.

Original Budget **Actual Expenses**

PROJECT VALUE/VALEUR DU PROJET

(8) Project Expenses/Liste des dépenses	Projected (as per the Application)/Montant prévu (d'après la demande)	Actual/Montant réel
Coordinator	\$ 1,500.00	\$ 2,000.00
Graphic Production	\$ 7,350.00	\$ 4,000.00
Photography / Cataloguing	\$ 840.00	\$ 805.96
Supplies / Material	\$ 4,353.00	\$ 0.00
Space	\$ 0.00	\$ 7,260.00
Administration	\$ 0.00	\$ 1,000.00
Advertising	\$ 0.00	\$ 1,711.27
(9) Volunteer Labour/Travail bénévole (5f)	\$ 440.00	\$ 440.00
Donated Materials/Matériel obtenu à titre gratuit (6c)	\$ 0.00	\$ 0.00
Loaned Equipment/Matériel emprunté (7e)	\$ 700.00	\$ 700.00
(10) TOTAL PROJECT VALUE / VALEUR TOTALE DU PROJET	\$ 15,183.00	\$ 17,917.23

PROJECT RESOURCES/SOURCES DE FINANCEMENT DU PROJET

(11a) Project Revenues/Source de revenus	Projected/Montant prévu	Actual/Montant réel
Proponent - Acme Organization 123, Inc.	\$ 1,100.00	\$ 0.00

8. Enter the Original Budget from your application.

9. Enter the actual expenses

The Project Resources section of the PCR is dedicated to your revenues.

Original Budget **Actual Revenues**

PROJECT RESOURCES/SOURCES DE FINANCEMENT DU PROJET

(11a) Project Revenues/Source de revenus	Projected/Montant prévu	Actual/Montant réel
Proponent - Acme Organization 123, Inc.	\$ 1,100.00	\$ 0.00
Community Centre	\$ 0.00	\$ 6,834.23
	\$ 0.00	\$ 0.00
(11b) Other Provincial Grants/Autres subventions provinciales		
Neighbourhoods Alive!	\$ 1,943.00	\$ 1,943.00
	\$ 0.00	\$ 0.00
Other Grants/Autre subventions		
Winnipeg Foundation	\$ 6,000.00	\$ 3,000.00
	\$ 0.00	\$ 0.00
(11d) Total Volunteer Labour (as above)/Total du travail bénévole (indiqué ci-dessus) (9)	\$ 440.00	\$ 440.00
(11e) Total Donated Materials (as above)/Total du matériel gratuit (indiqué ci-dessus) (9)	\$ 0.00	\$ 0.00
(11f) Total Loaned Equipment (as above)/Total du matériel emprunté (indiqué ci-dessus) (9)	\$ 700.00	\$ 700.00
(11g) Grant from the Heritage Grants Program / Subvention du Programme de subventions destinées au patrimoine	\$ 5,000.00	\$ 5,000.00
(11h) TOTAL PROJECT RESOURCES / TOTAL DES SOURCES DE FINANCEMENT DU PROJET	\$ 15,183.00	\$ 17,917.23

(12) DECLARATION (Signatures from both the Treasurer and one other authorized signing officer are required)/DECLARATION (La signature du trésorier et celle d'un autre signataire autorisé sont requises)

10. Enter the Original Budget from your application.

11. Enter the actual revenues

HGP Completion Report Instructions 2014

12. Once Completed the Document must be printed and signed by 2 officials from the organization's Board of Directors.

The screenshot shows a web browser window with the URL <http://www.gov.mb.ca/chc/grants/pdf/hgpcmpf.pdf>. The form contains the following sections:

- destinées au patrimoine**
- TOTAL PROJECT RESOURCES/ TOTAL DES SOURCES DE FINANCEMENT DU PROJET** with values: \$ 15,183.00 and \$ 17,917.23
- 12) DECLARATION** (Signatures from both the Treasurer and one other authorized signing officer are required). The text states: "I hereby state that this project is complete and that the total project value has been declared. I further state that this project has been conducted in a fashion which is consistent with the terms of the Letter of Offer. We will maintain all financial records (e.g. invoices, receipts and cancelled cheques) for inspection by the Provincial Government." It includes French and English versions of the declaration.
- Signature fields for **Organization's Treasurer** and **Organization's Authorized Signing Officer**, including fields for Name, Position, Signature, Phone Number, and Date.
- FOR OFFICE USE ONLY** section with fields for:
 - Grant Amount: \$
 - Bingo Amount: \$
 - Total Grant: \$
 - Actual Project Value: \$
 - Date:
 - Total Grant Payable: \$
 - First Payment: \$
 - Bingo Amount: \$
 - Final Payment: \$
 - Signature:
 - Grant percentage: %
 - Unused Grant: \$

Important Notes

In our example above, the actual spent is more than originally budgeted. If the amount is less, this may affect the amount you will receive from your grant.

If variances exist from the original budget, please explain in an attached note.

Restrictions

Cash Received cannot exceed Cash Spent

The total cash revenues of your project cannot exceed the cash spent. If your Cash Received is greater than the Cash Spent, your grant will be reduced. Essentially, the Cash Spent is equal to or greater than the Cash Received.

$$\text{Cash Spent} \geq \text{Cash Received}$$

Cash Spent: Looking at Section 8 of the Project Value:

PROJECT VALUE/VALEUR DU PROJET					
(8) Project Expenses/Liste des dépenses	Projected (as per the Application)/Montant prévu (d'après la demande)	Actual/Montant réel			
Coordinator	\$ 1,500.00	\$ 2,000.00	\$		
Graphic Production	\$ 7,350.00	\$ 4,000.00	\$		
Photography / Cataloguing	\$ 840.00	\$ 805.96	\$		
Supplies / Material	\$ 4,353.00	\$ 0.00	\$		
Exhibit Space	\$ 0.00	\$ 7,260.00	\$		
Administration	\$ 0.00	\$ 1,000.00	\$		
Advertising	\$ 0.00	\$ 1,711.27	\$		
				Total:	\$16,777.23

If we total this section, we get the total cash spent, excluding donated time, materials, and equipment. In this example our actual total cash spent is **\$16,777.23**.

HGP Completion Report Instructions 2014

Cash Received: Doing the same with our revenues, we would need to look at Sections 11 a, b, c, & g:

PROJECT RESOURCES/SOURCES DE FINANCEMENT DU PROJET					
(11a)	Project Revenues/Source de revenus	Projected/Montant prévu		Actual/Montant réel	
	Proponent - Acme Organization 123, Inc.	\$	1,100.00	\$	0.00
	Community Centre	\$	0.00	\$	6,834.23
		\$	0.00	\$	0.00
(11b)	Other Provincial Grants/ Autres subventions provinciales				
	Neighbourhoods Alive!	\$	1,943.00	\$	1,943.00
		\$	0.00	\$	0.00
(11c)	Other Grants/Autre subventions				
	Winnipeg Foundation	\$	6,000.00	\$	3,000.00
		\$	0.00	\$	0.00
(11g)	Grant from the Heritage Grants Program Subvention du Programme de subventions destinées au patrimoine	\$	5,000.00	\$	5,000.00
					Total:
					\$16,777.23

If we total this section, we get the total cash received, excluding donated time, materials, and equipment. In this example our actual total cash received is **\$16,777.23**.

Calculation: Going back to our original equation:

$$\text{Cash Spent} \geq \text{Cash Received}$$

$$\$16,777.23 = \$16,777.23$$

Since this fits our restriction above, the full grant may be paid out.

Total Provincial Funding cannot exceed 50% of the Total Project Value

The total funding from all provincial sources must not exceed 50% of the value of the project. If the provincial sources exceed 50%, your grant will be reduced. Essentially, 50% of the Total Project Value is equal to or greater than the Total Provincial Funding or:

$$50\% \text{ of the Total Project Value} \geq \text{Total Provincial Funding}$$

Total Provincial Funding = Section 11b + Section 11g

(11b)	Other Provincial Grants/ Autres subventions provinciales				
	Neighbourhoods Alive!	\$	1,943.00	\$	1,943.00
		\$	0.00	\$	0.00
(11g)	Grant from the Heritage Grants Program Subvention du Programme de subventions destinées au patrimoine	\$	5,000.00	\$	5,000.00
					Total:
					\$6,943.00

In this example the total provincial funding is **\$6,943.00**.

(10)	TOTAL PROJECT VALUE VALEUR TOTALE DU PROJET	\$	15,183.00	\$	17,917.23
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Total Project Value (Section 10) is **\$17,917.23**.

Calculation: Going back to our original equation:

$$50\% \text{ of the Total Project Value} \geq \text{Total Provincial Funding}$$

$$\$17,917.23 \times 50\% \geq \$6,943.00$$

$$\$8,958.62 > \$6,943.00$$

Since this fits our restriction above, the full grant may be paid out.

Heritage Grants Program/Programme de subventions destinées au patrimoine
Project Completion Report/
Rapport d'achèvement du projet



Name of Organization/ Nom de l'organisme	Sample Organization	File No./ N° de dossier	10J-000 File # given by HGAC
Project Titre/Titre du projet	Sample Project - Exhibit of Photos by a specific artist		
(1) Actual Start Date of Project/ Date réelle de début du projet	May 1, 2010	Actual Completion Date of Project/ Date réelle d'achèvement du projet	May 1, 2011
(2) Two copies of the finished product are attached (*where appropriate)/ Deux exemplaires du produit fini se trouvent en annexe (*lorsque cela est indiqué)	<input checked="" type="checkbox"/>		
<p>*Grant recipients are asked to submit, where appropriate, two copies of the finished product for placement in the collections of the Legislative Library and the Historic Resources Branch (for example, publications or audio-visual materials) where information about the project will be accessible to all Manitobans./Lorsque cela est indiqué, les personnes qui auront bénéficié d'une subvention devront fournir deux exemplaires de tout produit fini (p. ex. ouvrage imprimé, matériel audiovisuel) afin que ces derniers soient conservés à la Bibliothèque de l'Assemblée législative, ainsi qu'à la Direction des ressources historiques, où les Manitobains et les Manitobaines pourront les consulter.</p>			
(3) How has the assistance of Manitoba Culture, Heritage and Tourism been acknowledged?/Comment le bénéficiaire a-t-il souligné l'aide accordée par Culture, Patrimoine et Tourisme?			
Describe how the Province was acknowledged - Web-site, Print Materials, Verbally, etc.			

(4) Mail the completed report along with all applicable attachments to your Regional Office listed below:
Veuillez envoyer le rapport dûment rempli accompagné de toutes pièces justificatives au bureau de votre région à l'adresse indiquée :

Central Region/ Région du Centre	225 Wardrop St./225, rue Wardrop Morden MB R8M 1N4/Morden (Manitoba) R8M 1N4	Ph/Tel : 622-5418 Toll-free 1-888-348-5219 Sans frais
Eastman Region/ Région de l'Est	Box 50, 20 1 st St. S./C.P. 50, 20, 1 ^{re} Rue S. Beauséjour MB R0E 0C0/Beauséjour (Manitoba) R0E 0C0	Ph/Tel : 388-8018 Toll-free 1-800-885-8107 Sans frais
Inferlake Region/ Région d'Entre-lacs	Box 1519, 82 2 nd Ave./C.P. 1519, 82, 2 ^e Av. Gimli MB R0C 1B0/Gimli (Manitoba) R0C 1B0	Ph/Tel : 643-8008 Toll-free 1-888-250-5748 Sans frais
Norman Region - The Pas/ Région du Nord - Le Pas	Box 2550, 3 rd St. and Ross Ave./C.P. 2550, 3 ^e Rue et av. Ross The Pas MB R9A 1M4/Le Pas (Manitoba) R9A 1M4	Ph/Tel : 627-8213
Norman Region - Thompson/ Région du Nord - Thompson	59 Elizabeth Dr./59, promenade Elizabeth Thompson MB R8N 1X4/Thompson (Manitoba) R8N 1X4	Ph/Tel : 677-8760
Parkland Region/ Région des Parcs	Box 14, 27 2 nd Ave. S./W.C.P. 14, 27, 2 ^e Av. S.-O. Dauphin MB R7N 3E5/Dauphin (Manitoba) R7N 3E5	Ph/Tel : 622-2022
Westman Region/ Région de l'Ouest	Room 148, 345 9 th St./340, 9 ^e Rue, bureau 148 Brandon MB R7A 6C2/Brandon (Manitoba) R7A 6C2	Ph/Tel : 728-8088 Toll-free 1-800-250-8502 Sans frais
Winnipeg Office/ Bureau de Winnipeg	3 rd Floor - 213 Notre Dame Ave./213, av. Notre Dame, 3 ^e étage Winnipeg MB R3B 1N3/Winnipeg (Manitoba) R3B 1N3	Ph/Tel : 945-2213 Toll-free 1-800-894-3777 Sans frais

Note: You can normally expect to receive payment within six weeks of the submission of this report./
Remarque : Vous recevrez normalement votre paiement dans les six semaines suivant la date de dépôt de votre rapport.

VOLUNTEER LABOUR, DONATED MATERIALS AND LOANED EQUIPMENT WORKSHEET FEUILLE DE CALCUL DU TRAVAIL BÉNÉVOLE, DU MATÉRIEL OBTENU À TITRE GRATUIT ET DU MATÉRIEL EMPRUNTÉ						
(5) Volunteer Labour/Travail bénévole						
(5a) Total Number of Volunteers Nombre de bénévoles		2				
(5b) Type of Labour/ Type de travail bénévole	(5c) Hours/ Heures		(5d) Average Wage Rate/ Taux de salaire moyen		(5e) Actual Value/ Valeur réelle	
e.g. data entry/p. ex. saisie de données	10	X	\$ 8.00/8,00	\$ -	\$ 80.00/80,00	\$
Lighting Technician	10.00	X	\$ 20.00	\$ -	\$ 200.00	\$
Manual Labour	20.00	X	\$ 12.00	\$ -	\$ 240.00	\$
		X		\$ -	\$ 0.00	\$
		X		\$ -	\$ 0.00	\$
(5f) TOTAL					\$	440.00 \$
(6) Donated Materials/Matériel obtenu à titre gratuit						
(6a) Type of Material/Type de matériel					(6b) Value/Valeur	
					\$	0.00 \$
					\$	0.00 \$
					\$	0.00 \$
(6c) TOTAL					\$	0.00 \$
(7) Loaned Equipment/Matériel emprunté						
(7a) Type of Equipment/ Type de matériel emprunté	(7b) Hours/ Heures		(7c) Rental Rate/ Taux de location		(7d) Actual Value/ Valeur réelle	
e.g. computer scanner/p. ex. scanner	5	X	\$ 15.00/15,00	\$ -	\$ 75.00/75,00	\$
Lighting	1.00	X	\$ 700.00	\$ -	\$ 700.00	\$
		X		\$ -	\$ 0.00	\$
		X		\$ -	\$ 0.00	\$
(7e) TOTAL						700.00

(see reverse/voir au verso)

PROJECT VALUE/VALEUR DU PROJET			
(8) Project Expenses/Liste des dépenses	Projected (as per the Application)/(Montant prévu (d'après la demande))		Actual/Montant réel
Coordinator	\$ 1,500.00	\$	\$ 2,000.00
Graphic Production	\$ 7,350.00	\$	\$ 4,000.00
Photography / Cataloguing	\$ 840.00	\$	\$ 805.96
Supplies / Material	\$ 4,353.00	\$	\$ 0.00
Exhibit Space	\$ 0.00	\$	\$ 7,260.00
Administration	\$ 0.00	\$	\$ 1,000.00
Advertising	\$ 0.00	\$	\$ 1,711.27
(9) Volunteer Labour/Travail bénévole (9)	\$ 440.00	\$	\$ 440.00
Donated Materials/Matériel obtenu à titre gratuit (9c)	\$ 0.00	\$	\$ 0.00
Loaned Equipment/Matériel emprunté (7a)	\$ 700.00	\$	\$ 700.00
(10) TOTAL PROJECT VALUE VALEUR TOTALE DU PROJET	\$ 15,183.00	\$	\$ 17,917.23

PROJECT RESOURCES/SOURCES DE FINANCEMENT DU PROJET			
(11a) Project Revenues/Source de revenus	Projected/Montant prévu		Actual/Montant réel
Proponent - Sample Company	\$ 1,100.00	\$	\$ 0.00
Community Centre	\$ 0.00	\$	\$ 6,934.23
	\$ 0.00	\$	\$ 0.00
(11b) Other Provincial Grants/ Autres subventions provinciales			
Neighbourhoods Alive!	\$ 1,943.00	\$	\$ 1,943.00
	\$ 0.00	\$	\$ 0.00
(11c) Other Grants/Autre subventions			
Winnipeg Foundation	\$ 6,000.00	\$	\$ 3,000.00
	\$ 0.00	\$	\$ 0.00
(11d) Total Volunteer Labour (as above)/(Total du travail bénévole (indiqué ci-dessus) (9))	\$ 440.00	\$	\$ 440.00
(11e) Total Donated Materials (as above)/(Total du matériel gratuit (indiqué ci-dessus) (9))	\$ 0.00	\$	\$ 0.00
(11f) Total Loaned Equipment (as above)/(Total du matériel emprunté (indiqué ci-dessus) (9))	\$ 700.00	\$	\$ 700.00
(11g) Grant from the Heritage Grants Program Subvention du Programme de subventions destinées au patrimoine	\$ 5,000.00	\$	\$ 5,000.00
(11h) TOTAL PROJECT RESOURCES/ TOTAL DES SOURCES DE FINANCEMENT DU PROJET	\$ 15,183.00	\$	\$ 17,917.23

(12) DECLARATION (Signatures from both the Treasurer and one other authorized signing officer are required)/DÉCLARATION (La signature du trésorier et celle d'un autre signataire autorisé sont requises.)

I hereby state that this project is complete and that the total project value has been declared. I further state that this project has been conducted in a fashion which is consistent with the terms of the Letter of Offer. We will maintain all financial records (e.g. Invoices, receipts and cancelled cheques) for inspection by the Provincial Government./Je déclare, par la présente, que ce projet est terminé et que la valeur totale du projet a été déclarée. Je déclare également que ce projet a été mené de manière conforme aux conditions de la lettre d'offre. Nous conserverons tous les documents financiers (p. ex. les factures et les chèques annulés) à des fins d'examen par le gouvernement provincial.

Organization's Treasurer/Trésorier de l'organisme		Organization's Authorized Signing Officer/Signataire autorisé de l'organisme	
[Signature]		[Signature]	
Print Name/Nom (lettres en lettres majuscules)		Print Name/Nom (lettres en lettres majuscules)	
[Signature]		[Signature]	
Phone Number/Numéro de téléphone	Date/Date	Phone Number/Numéro de téléphone	Date/Date

FOR OFFICE USE ONLY			
Grant Amount:	\$	Total Grant Payable:	\$ %
Bingo Amount:	\$	First Payment:	\$ Grant percentage
Total Grant:	\$	Bingo Amount:	\$
Actual Project Value:	\$	Final Payment:	\$ Unused Grant
Date:		Signature:	