BEAUTIFICATION AND STREETSCAPING PROGRAM

FINAL PROJECT REPORT 2021-22

Upon completion of the project outlined in your application, the Department of Municipal Affairs (DMA) requires the following Project Final Report be completed and **submitted within 30 days of project completion**.

The report shall be accompanied by a Financial Log (separate template), before and after photos and any applicable reports/studies. The DMA may request any additional information deemed necessary to evaluate the project. Please email completed final report including any attachments to bspinfo@novascotia.ca.

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A. <u>CONTACT INFORMATION</u>

Project Name: **Application No:**

Municipality (and partner organization if applicable):

Name of Contact Person:

Email: **Phone:**

Authorized Signing Authority: **Date:**

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B.   **PROJECT INFORMATION**

1.)   Please provide a detailed description of work completed for this project.

2.)   Please describe any changes in project scope and/or additional work that was undertaken that was not identified in the original application submission?

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C. PROJECT OUTCOMES

4.) Please describe any tourism and/or other community related impacts resulting from this project.

5.) How critical was the funding support from the Department of Municipal Affairs to the successful implementation of your project(s)?

Rating   (Low) 1   2   3   4   5   (High)

6.) In general, how would you rate the success/value of the project(s)?

Rating   (Low) 1   2   3   4   5   (High)

7.) Please feel free to provide any comments or suggestions below.

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D. PROJECT FUNDING

Please identify all project funding sources (at completion) related to your BSP approval.

Project Funding (final)	Amount $	Identify Funding Source
BSP approved portion		Province (DMA)
Applicant's contribution (source #1)		
Applicant's contribution (source #2)		
Total Project Funding		

Note: The program will fund up to 50% of eligible project costs to a maximum of approved amount.

E. ATTACHMENTS (REQUIRED)

For release of final BSP grant payment, the following attachments <u>must</u> be included with Final Project Report (check boxes below and provide notes if documentation is missing):

✓ **Financial Log and Proof of Payment**

Please include Financial Log (template provided by DMA) which includes all project invoices/receipts and proof of payment in the form of copies of cancelled cheques, bank statements, etc.

✓ **Project Photos (before and after):**

Please <u>attach</u> separate photos of key areas of your project prior to work starting and after the work has been completed (the file name should include name of project and if it was taken pre or post completion)**.**

✓ **Project Report/Study (if applicable):**

Please include reports or studies that were produced upon the completion of the project.