

Gambling Awareness Nova Scotia

Final Grant Report Guidelines for Grant Recipients

Why are there grant reporting requirements?

Grant reports keep Gambling Awareness Nova Scotia informed of your progress, and the information within is used to prepare our annual reports. Therefore, prompt and complete grant reports are required from all grant recipients.

When are the interim and/or final grant report due?

Due dates of interim grant reports are decided on a project-by-project bases, and final grant reports are due when the grant period is completed; both dates are in your grant contract. Additionally, you will receive a reminder letter when the reports are due. The letter will include a sample of the required format to be used in your interim report.

Please note that not all projects require the completion of an interim report.

What is the required format for grant reports?

The required outline for grant reports is shown on the following page. Additional information may be included as Appendices to the grant report.

What is the Objectives Reporting Form and why is it necessary?

The purpose of the Objectives Reporting Form is to draw attention to the outcomes and objectives stated in the original project application in an easy to use format that will support organizations in reporting on their progress in the interim/final report. The "Actual Results" column should be filled in with clear explanations of the outcomes/objectives that have been met (including actual data and results, if applicable), any outcomes/objectives that were not met (including an explanation of the reason), and any other pertinent details. GANS staff will forward the Objectives Reporting Form when sending the final report form.

Required Grant Report Format for Foundation Grant Recipients

Grant Title
Name of Organization
Key Contact Person
Date of Report

Table of Contents (Maximum 1 page)

Project Goals and Rationale (Maximum 1 page)

This section of the grant report should contain a description of the goals of the original grant application and a statement of the overall purpose of the project. The date of award and duration of the project should also be noted in this section.

Project Outcomes (Maximum 5 pages)

This section of the grant report contains a detailed description of how the funds were spent in order to achieve project goals. Descriptions should be provided for any activities, publications, research, interventions or other uses of funds. The impact of these activities on knowledge development, translation, education, treatment, remediation and/or intervention involving problem gambling should be discussed. Methods in which the grant recipient acknowledged the support of Gambling Awareness Nova Scotia must also be described as well as any changes to the grant proposal. (See Objectives Reporting Form.)

Financial Summary (Maximum 1 page)

Financial expenditures must be shown based on what was provided as part of the original grant application, if a budget was required as part of the application. If a budget was not required for the award of funds, a statement of expenses is still required. Any changes in expenditures should be explained in a note in the financial summary. Excess funds must be returned to Gambling Awareness Nova Scotia with the final grant report. In-kind or project expenses that were absorbed by the organization should also be indicated.

Grant Report Financial Summary

Expenses	Budgeted	Actual	Notes
Staff			
Space rental/cost			
Equipment rental/cost			
Training costs			
Fees for outside specialists/consultants			
Marketing/communications			
Travel			
Printing/Photocopying			
Operating expenses (overhead, ink, office supplies, etc.)			
Postage/distribution			
Other expenses:			
In-kind /absorbed			
Total Cost			
Total Grant Awarded			
Funds Remaining			

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