

Explanation for the Completion of Summary of Ultimate Recipient Project Expenditure Report

A - Project Number:

State project number as stated on your Canada Community Building Fund approval letter.

B - Amount Approved by the Canada Community Building Fund Committee:

State the amount approved by the CCBF Committee as stated on your CCBF approval letter.

C - Project Title:

State project title as it appears on your CCBF approval letter.

D - Project Description:

Briefly describe the main activities of the project.

E - Current Status:

Indicate the status as of December 31, 2023 by choosing **one** of the following: completed, in progress or not started.

F – Start & End Date (must be completed if project “in progress” or “completed”):

Indicate the start date for any in progress projects and start/end dates of all completed projects.

G – Total Project Cost:

Provide the total cost to complete the project from all sources of funding: CCBF, Municipal, Federal, Provincial and any other source of funding. All funding sources must be broken down by the Ultimate Recipient in Table A.

H - Canada Community Building Fund spent in 2023:

Include the amount of CCBF spent on the project from January 1, 2023, to December 31, 2023. (*The **total** in this column should match the annual figure in Appendix A, line 6 – CCBF Spent on Eligible Projects.*)

I – Interest spent in 2023:

Include the total interest spent on the project from January 1, 2023, to December 31, 2023. (*The total in this column should match the annual figure in Appendix A, line 4 – Interest Spent on Eligible Projects.*)

J - Total Canada Community Building Fund Spent:

This equals the cumulative amount of CCBF spent on the project.

K – Outcomes (must be completed if project completed):

The Ultimate Recipient must enter the outcome for all projects **completed** during the year. The outcome indicator is indicated on project approval letters.

Note: If a project is completed under the approved amount, the recipient must submit a motion of council to reduce the approval amount.

Note: If a recipient decides they do not wish to move forward with an approved project, the recipient must submit a motion of council to cancel the project.