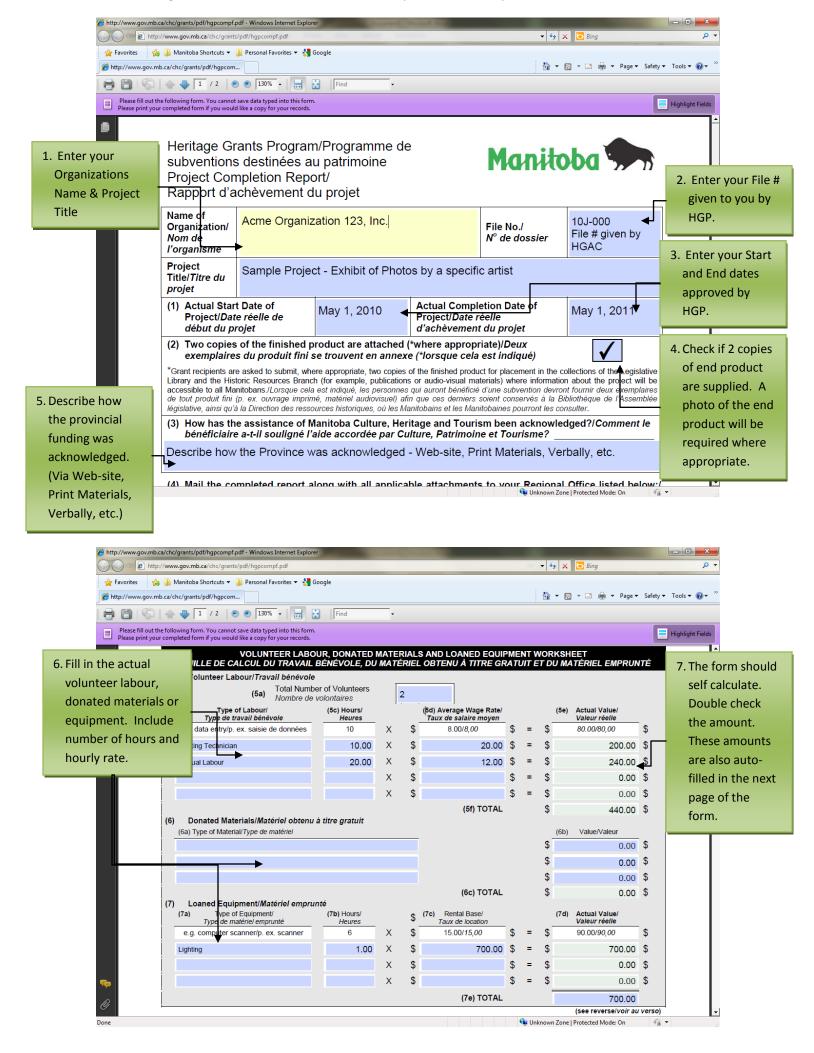
The Heritage Grant Program Project Completion Report (PCR) is located as follows:

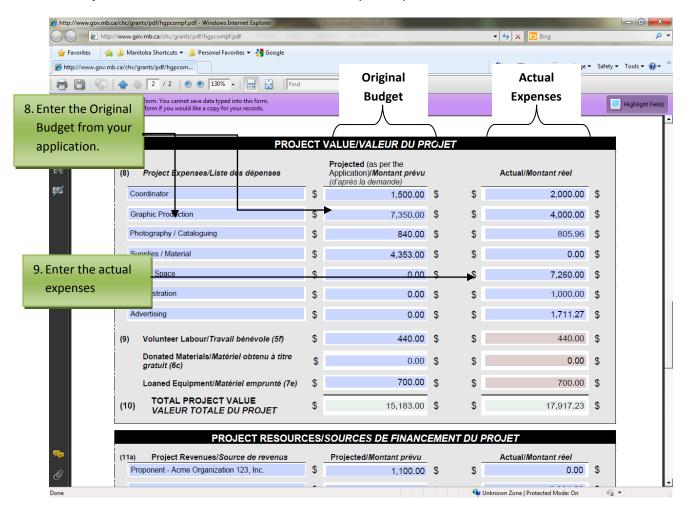
## http://www.gov.mb.ca/chc/grants/hgp.html

This can be filled out in an online template, or printed and completed manually.

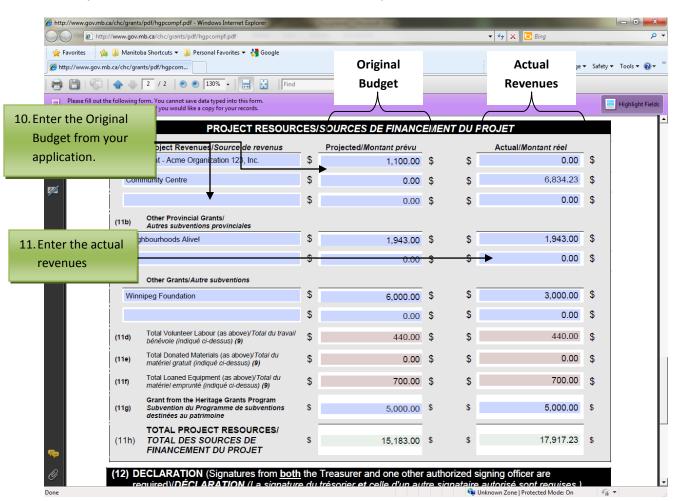
The following instructions demonstrate how to complete online template.

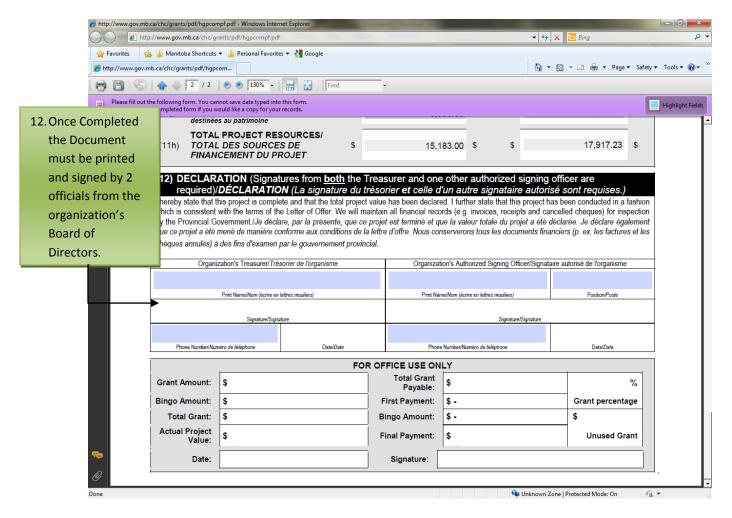


The Project Value section of the PCR is dedicated to your expenses.



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





### **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.

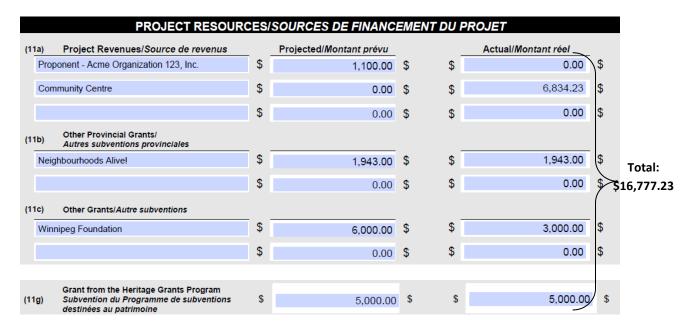
Cash Spent ≥ Cash Received

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

PRO	JECT	VALUE/VALEUR DU PR	ROJ	ĒΤ			
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	\$	Total
Supplies / Material	\$	4,353.00	\$	\$	0.00	\$ \$	16,777
Exhibit Space	\$	0.00	\$	\$	7,260.00	\$	
Administration	\$	0.00	\$	\$	1,000.00	\$	
Advertising	\$	0.00	\$	\$	1,711.27	\$	

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**.

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



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:

Cash Spent ≥ 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% of the Total Project Value ≥ Total Provincial Funding

Total Provincial Funding = Section 11b + Section 11g



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	\$

Total Project Value (Section 10) is \$17,917.23.

Calculation: Going back to our original equation:

50% of the Total Project Value ≥ Total Provincial Funding

\$17,917.23 x 50% ≥ \$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 Organ	nization	File No./ N° de dossier	10J-000 File # given by HGAC				
Project Title/Titre du projet	Sample Project - Exhibit of Photos by a specific artist							
(1) Actual Star Project/Dat début du pi	e réelle de	May 1, 2010	etion Date of delle t <i>du projet</i>	May 1, 2011				
		roduot are attached ( se trouvent en annex			✓			
"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 ceta 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 demiers 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.								
(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 w	as acknowledged	- Web-site, Pr	int Materials, Ver	bally, 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 :

1		
Central Region/	225 Wardrop St./225, rue Wardrop	Ph/Tél.: 822-5418
Région du Centre	Morden MB RSM 1N4/Morden (Manitoba) RSM 1N4	Toll-free 1-868-348-5219 Sans frais
Eastman Region/	Box 50, 20 1 St. S.J.C.P. 50, 20, 1 Rue S.	Ph/Tél.: 268-6018
Région de l'Est	Beausejour MB R0E 0C0/Beausejour (Manifoba) R0E 0C0	Toll-free 1-800-865-8107 Sans frais
Interlake Region/	Box 1519, 62 2 Ave./C.P. 1519, 62, 2 Av.	Ph/Tél.: 842-8008
Région d'Entre-les-Lacs	Gimil MB RDC 180/Gimil(Manifoba) R0C 180	Toll-free 1-888-259-5748 Sans frais
Norman Region - The Pas/	Box 2550, 3" St. and Ross Ave./C.P. 2550, 3' Rue et av. Ross	PN/T6L: 627-8213
Région du Nord - Le Pes	The Pas MB R9A 1M4/Le Pas (Manitoba) R9A 1M4	P1978K : 027-0213
Norman Region - Thompson/	59 Elizabeth Dr./59, promenade Elizabeth	Ph/Tál.: 677-6780
Région du Nord - Thompson	Thompson MB R8N 1X4/Thompson (Manitoba) R8N 1X4	P1918L: 077-070U
Parkland Region/	Box 14, 27 2" Ave. S.W.JC.P. 14, 27, 2" Av. S. O.	Dr. (774) - 000 0000
Région des Percs	Dauphin MB R7N 3E5/Dauphin (Manitoba) R7N 3E5	Ph/Tél.: 622-2022
Westman Region/	Room 148, 340 9 <sup>th</sup> StJ340, 9 <sup>th</sup> Rue, bureau 148 Brendon MB R7A 6C2/Brendon (Menitobe) R7A 6C2	Ph/Tél.: 728-6066
Région de l'Ouest		Toll-free 1-800-259-8592 Sans frais
Winnipeg Office/	3 <sup>rd</sup> Floor - 213 Notre Dame Ave./213, av. Notre Dame, 3 <sup>rd</sup> étage	Ph/Té/.: 945-2213
Bureau de Winnipeg	Winnipeg MB R3B 1N3/Winnipeg (Manitobe) R3B 1N3	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 receivez normalement votre palement dans les six semaines sulvant la date de dépôt de votre rapport.

	WOLLINTEER LAROU	IR DOMATED	The second	COLOR I	AND LOANED EQUIP				MODEL PROPERTY.	
	FEUILLE DE CALCUL DU TRAVAIL B									ΠĒ
(5)	Volunteer Labour/Travail bénévole									
	(Sa) Total Numbe Numbre de v	r of Volunteers plordaires		2						
	(6b) Type of Labour/ Type de travail bénévole	(Sch Hours) Heures			(Sd) Average Wage Rate/ Teux de salaire moyen			ı	(Se) Actual Value/ Valeur réalle	
ļ	e.g. data entrylip. ex. salale de données	10	Х	\$	8.00/8,00	\$	-	\$	80,08/20,00	\$
	Lighting Technician	10.00	Х	\$	20.00	ş	-	Ş	200.00	\$
	Manual Labour	20.00	Х	ş	12.00	ş	-	ş	240.00	Ş
			Х	\$		ş	-	ş	0.00	\$
			х	\$		\$	-	ş	0.00	\$
					(5f) TOTAL			ş	440.00	\$
(6)		titre gratuit								
									and the second s	
	(6a) Type of Material/Type de matériel								(6b) Value/Valeur	
	(6a) Type of Material/Type de matérial							ş	0.00	
	(6a) Type of Material/Type de matériel							\$ \$		
	(Sa) Type of Material/Type de matériel							5 5 5	0.00	\$
					(8c) TOTAL			•	0.00	5 5
<b>(7)</b>	Loaned Equipment/Matériel emprun				4-4			5	0.00 0.00 0.00	5 5
(7)		để (7b) Hours/ Heurea		\$	(Sc) TOTAL  (Sc) Restal Base/ Taux de lossion			5	0.00 0.00 0.00	5 5
(7)	Loaned Equipment/Metériel emprum	(7b) Hours/	x	\$ \$	(Tc) Rental Base/	\$	-	5	0.00 0.00 0.00 0.00	5 5
<b>(7)</b>	Loaned Equipment/Matériel emprum (Ta) Type of Equipment/ Type de matériel emprumé	(7b) Hours/ Heures	x x	5 5 5	(Tc) Rental Base/ Taux de location	***	-	5	0.00 0.00 0.00 0.00 0.00	5 5
(F)	Loaned Equipment/Metériel emprun (Tal Troe of Equipment/ Type de matériel emprunté e.g. computer scienner/p. ex. scienner	(7b) Hours/ Heures 6		-	(Tc) Rental Base/ Taux de location 15.00/15,00	***	-	5 5	0.00 0.00 0.00 0.00 0.00 Waleur rifelle 90.00/90,00	10 10 10
(F)	Loaned Equipment/Metériel emprun (Tal Troe of Equipment/ Type de matériel emprunté e.g. computer scienner/p. ex. scienner	(7b) Hours/ Heures 6	Х	\$	(Tc) Rental Base/ Taux de location 15.00/15,00	***		5 5	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	
(P)	Loaned Equipment/Metériel emprun (Tal Troe of Equipment/ Type de matériel emprunté e.g. computer scienner/p. ex. scienner	(7b) Hours/ Heures 6	X	\$	(Tc) Rental Base/ Taux de location 15.00/15,00	\$		5 5	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	

(see reverse/volr au verso)

	PROJE	911	VALUE/VALEUR DU PI	W.	7/		
(8)	Project Expenses/Liste des dépenses		Projected (sa per the Application)/Montant prévu (d'après la demande)		_	Actual/Montant réel	
C	coordinator	\$	1.500.00	ş	\$	2,000.00	ş
G	imphic Production	\$	7,350.00	\$	\$	4,000.00	ş
P	hotography / Cataloguing	\$	840.00	\$	5	805.96	\$
5	upplies / Material	\$	4.353.00	\$	\$	0.00	\$
E	orhibit Space	\$	0.00	ş	\$	7,260.00	ş
A	dministration	ş	0.00	ş	\$	1,000.00	ş
A	dvertising	\$	0.00	\$	\$	1,711.27	\$
(9)	Volunteer Labouri Travall bénévole (5f)	ş	440.00	ş	\$	440.00	\$
	Donated Materials/Metériel obtenu à titre gratuit (%c)	5	0.00	5	5	0.00	\$
İ	Loaned Equipment/Matériel emprunté (7e)	\$	700.00	\$	\$	700.00	5
(10)	TOTAL PROJECT VALUE VALEUR TOTALE DU PROJET	\$	15.183.00	5	5	17.917.23	\$

		PROJECT RESOURCE		SOURCES DE FINANC	= 15	ENT DU I	PROJET	
(11	(a)	Project Revenues/Source de revenus		Prolected/Montant prévu		_	Actual/Montant réel	-
	Prop	conent - Sample Company	\$	1,100.00	\$	5	0.00	\$
	Com	munity Centre	5	0.00	Ş	5	6,834.23	\$
			\$	0.00	ş	5	0.00	\$
(11	(b)	Other Provincial Grants/ Autres subventions provinciales						-
ļ	Neig	ribourhoods Alive!	ş	1.943.00	\$	ş	1,943.00	ş
			Ş	0.00	\$	\$	0.00	\$
(11	(c)	Other Grants/Autre aubventions						
	Winr	sipeg Foundation	ş	6.000.00	\$	\$	3.000.00	\$
			5	0.00	Ş	\$	0.00	\$
(11	(d)	Total Volunteer Labour (as above)/Total du traveil bénévole (Indiqué of-dessus) (S)	\$	440.00	Ş	ş	440.00	ş
(11	(e)	Total Donated Materials (as above)/Total du matériel gratuit (indiqué of dessus) (9)	\$	0.00	\$	\$	0.00	\$
(11	ŋ	Total Loaned Equipment (as above)/Total du matériel emprunté (indiqué ci-dessus) (8)	\$	700.00	Ş	ş	700.00	ş
(11	(g)	Grant from the Heritage Grants Program Subvention du Programme de aubventions destinées au patrimoine	\$	5,000.00	\$	s	5,000.00	s
(1	1h)	TOTAL PROJECT RESOURCES/ TOTAL DES SOURCES DE FINANCEMENT DU PROJET	\$	15.183.00	\$	\$	17,917.23	8

# (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.)

Thereby 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 faction 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. Jie déclare, par la présente, que ce projet est terminé et que le valour 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.

	adion's Tremumer I in	scrier de l'organisme	Organizat	ton's Authorized Signing Officer Signific	are autorisé de l'organisme			
	PRC Name/Nam/Sorte on	eller model	PREN	taken ada or akti or akti oraken	PolitorPolit			
	SystemSys	den		Signalizationslave				
Place Number Numbro de Miliphone DataCaste			Phon	NumberNambo de Riighone	DateOate			
		FOF	OFFICE USE ON	LY				
Grant Amount:	*		Total Grant Payable:	*	%			
Bingo Amount:	<b>‡</b>		First Payment:	<b>‡</b> -	Grant percentage			
Total Grant: ‡			Bingo Amount:	<b>‡</b> -	*			
Actual Project Value:				<b>‡</b>	Unused Grant			
Date:			Signature:					