



FARM SAFETY GRANT REPORTING TEMPLATE

NAME OF PROJECT:

NAME OF AGRICULTURAL SOCIETY:

MAILING ADDRESS

CITY

, ALBERTA

P.C.

PRIMARY CONTACT FOR PROJECT:

PHONE:

EMAIL:

DATE OF EVENT:

LIST ACTIVITIES: (i.e.: events/workshops/trade fairs, materials developed, media campaigns, speakers/presentations, etc.)

PLEASE LIST OTHER PARTNERS INVOLVED IN THE PROJECT:

NUMBER OF ATTENDEES/PARTICIPANTS:

APPROXIMATE NUMBER OF VOLUNTEERS

& VOLUNTEER HOURS CONTRIBUTED:

APPROXIMATE VALUE OF DONATED SERVICES AND TIME:

WHAT WAS THE PRIMARY TARGET AUDIENCE FOR THE PROJECT? (PLEASE PICK THE TOP ONE OR TWO ONLY):

- FARM CHILDREN
- FARM FAMILIES
- FARM OWNERS/MANAGERS
- FARM WORKERS/EMPLOYEES
- OTHER: _____

TOP FARM SAFETY INJURIES ADDRESSED BY THE PROJECT (SELECT ONLY THOSE THAT APPLY)

- MACHINERY RELATED (EG. ROLLOVERS, RUN OVERS, PINNING)
- OFF-ROAD VEHICLES
- ANIMAL RELATED
- DROWNING
- GRAIN/SOIL ASPHYXIATION
- CHEMICAL RELATED
- FALL FROM HEIGHT
- STRUCK BY FALLING/PROPELLING OBJECT
- OVERHEAD POWERLINES (WHERE'S THE LINE)
- OTHER: _____

BRIEF STORIES OR ANECDOTES THAT WOULD INDICATE THAT THE PROJECT HAS HAD AN IMPACT ON SAFETY ON THE FARM (3 MAXIMUM):

A large empty rectangular box with a black border, intended for writing three brief stories or anecdotes.

FINANCIAL REPORT SUMMARY TEMPLATE:

GST is ineligible to claim. Please attach copies of all invoices listed as expenses as supporting documentation for this grant. If not using the below template, please ensure you attach a financial report for the project that includes all revenue and expenses related to the project.

Revenue:

Office Use Only

Admission/Gates/Registration Fees		
Cash Donations/Sponsorships		
Fundraising (50/50, Raffles, Silent Auctions)		
Total Revenue	\$	

Expenses:

Office Use Only

Advertising/Promotion		
Office Supplies		
Wages		
Facility Rental		
Additional Insurance		
Volunteer Expenses		
Food & Beverage Expense		
Equipment Rental		
Trainers and/or Speaker Fees		
Take home resources or equipment (ie: ATV Safety Helmets)		
Door prizes, promotional items		
GST (not an eligible expense)		
Total Expenses	\$	

Two officers of your organization must sign this:

We declare that the information we sent in this report, plus the attached lists and financial reports are complete and accurate.

We confirm that we have signing authority for this organization.

Signature:	Print Name:
Title:	Date:
Signature:	Print Name:
Title:	Date:

Accounting records of all project costs and copies of all invoices and payments must be maintained for a period of seven years after the project has been completed.

Please ensure all supporting documentation has been included when submitting this report (eg: copies of all invoices listed as expenses for the project)

Return completed reporting package to:

Alberta Association of Agricultural Societies
Suite 108, J. G. O'Donoghue Building
7000, 113th Street
Edmonton, AB T6H 5T6

Email: info@albertaagsocieties.ca
Fax: 780-422-1613

Attention: Tracey Foster