**FOR PROJECTS OF LESS THAN ONE YEAR: Please submit a report within one month of the completion of the project.**

**FOR ONGOING PROJECTS: Please submit a report annually, due before the anniversary of your application (February 28 or August 30)**

**SEND THE FOLLOWING INFORMATION TO**

[**bwoq@baptist.ca**](mailto:bwoq@baptist.ca)

Or Mail to: 5 International Blvd., Etobicoke, ON, M9W 6H3

CONTACT INFORMATION FOR PERSON REPORTING

Name and Position:

Phone and Email:

Mailing address:

CHURCH/GROUP ENDORSING THIS PROJECT

Name:

Phone and Email:

Mailing address:

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | CBWOQ  New Initiatives Grant Application | Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Category A (new project) \_\_\_\_\_\_\_\_ OR  Category B (on going funding) \_\_\_\_\_\_\_\_ | |

**ACTORS:**

Who was involved in carrying out your project?

Who else supported it?

**BENEFICIARIES**

Who benefitted from the project?

How many were involved?

**ACTIVITIES**

What specifically did you do and when?

**IMPACT**

What results did you see in the beneficiaries?

**FINANCIAL REPORTING**

Please list your expenses.

Are you requesting additional support? For how long?

Is there any additional information we should know when we consider future funding? What will stay the same in your project? What will change?

**SPREADING THE WORD**

Please include at least 2 high resolution photos with captions that we can publish (3 -5 photos is even better). Be sure to have permission from all people shown in the photos.

Please include a brief story of something that happened.