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.



w.gov.mb.ca/chc/grants/pdf/hgpcompf.pdf - Windows Internet Explorer http://www.gov.mb.ca/chc/grants/pdf/hgpcor

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

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

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Win	nipeg Foundation	\$	6,000.00	\$	5	3,000.00	\$	
		\$	0.00	\$	6	0.00	\$	
(11d)	Total Volunteer Labour (as above)/Total du travail bénévole (indiqué ci-dessus) (9)	\$	440.00	\$	6	440.00	\$	
(11e)	Total Donated Materials (as above)/Total du matériel gratuit (indigué ci-dessue) (9)	\$	0.00	\$	6	0.00	\$	
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(11g)	Subvention du Programme de subventions destinées au patrimoine	\$	5,000.00	\$ 5	6	5,000.00	\$	
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#### **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:

Project Expenses/Liste des dépenses	Projected (as per the Application)/ <i>Montant prévu</i> (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	\$	Tota
Supplies / Material	\$ 4,353.00	\$ \$	0.00	<b>&gt;</b> \$	16,77
Exhibit Space	\$ 0.00	\$ \$	7,260.00	\$	
Administration	\$ 0.00	\$ \$	1,000.00	\$	

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:

	PROJECT RESOUR	CES	SOURCES DE FINANC	ΞM	ENT DU P	PROJET		
(11a)	Project Revenues/Source de revenus		Projected/Montant prévu			Actual/Montant réel		
Pro	ponent - Acme Organization 123, Inc.	\$	1,100.00	\$	\$	0.00	\$	
Cor	nmunity Centre	\$	0.00	\$	\$	6,834.23	\$	
		\$	0.00	\$	\$	0.00	\$	
(11b)	Other Provincial Grants/ Autres subventions provinciales							
Nei	ghbourhoods Alive!	\$	1,943.00	\$	\$	1,943.00	\$	Total:
		\$	0.00	\$	\$	0.00	\$	\$16,777.2
(11c)	Other Grants/Autre subventions						[	
Win	nipeg Foundation	\$	6,000.00	\$	\$	3,000.00	\$	
		\$	0.00	\$	\$	0.00	\$	
(11g)	Grant from the Heritage Grants Program Subvention du Programme de subventions destinées au patrimoine	\$	5,000.00	\$	\$	5,000.00	\$	

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

(1	(b) Other Provincial Grants/ Autres subventions provinciales				<b>`</b>	
	Neighbourhoods Alive!	\$ 1,943.00	\$ \$	1,943.00	\$	
		\$ 0.00	\$ \$	0.00	\$	Total:
					$\bigcap$	\$6,943.00
<b>(1</b> 1	Grant from the Heritage Grants Program g) Subvention du Programme de subventions destinées au patrimoine	\$ 5,000.00	\$ \$	5,000.00	\$	

In this example the total provincial funding is **\$6,943.00**.

	TOTAL PROJECT VALUE				
(10)	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 Forganisme	Sample Organ	nization	File No./ N° de dossier	10J-000 File # given by HGAC					
Project Title/ <i>Titre du</i> projet	Sample Proje	ample Project - Exhibit of Photos by a specific artist							
(1) Actual Star Project/Dat début du pr	t Date of e réelle de rojet	Actual Compl Project/Date / d'achèvement	otual Completion Date of Ma rojeot/Date réelle achévement du projet						
(2) Two ooples of the finished product are attached (*where appropriate)/Deux     exemplaires du produit fini se trouvent en annexe (*lorsque cela est indiqué)     "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 audo-visual materials) where information about the project will be     accessible to all Manitobans./Lorsque cela est indiqué, les personnes qui aurort bénéficié d'une subvertion devont fourrir deux exemplaires     de tout produit fini (p. ex. ouvrage imprimé, matériel audiovisue) afin que ces demiers soient conservés à la Bibliothèque de l'Assemblée									
(3) How has the accistance 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 d
üment rempil accompagné de toutes pièces justificatives au bureau de votre région à l'adresse indiquée :

Central Region/	225 Wardrop 8L/225, rue Wardrop	Ph/Tal.: 822-5418
Région du Centre	Morden MB R6M 1N4/Morden (Manitoba) R6M 1N4	Toll-free 1-868-348-5219 Sans frais
Eastman Region/	Box 50, 20 1" St. 8./C.P. 50, 20, 1" Rue 8.	Ph/Tal.: 268-6018
Région de l'Est	Beausejour MB R0E 0C0/Beausejour (Manitoba) R0E 0C0	Toll-free 1-800-885-8107 Sate trais
Interlake Region/	Box 1519, 62 2" Ave./C.P. 1519, 62, 2" Av.	Ph/Tál.: 842-8008
Région d'Entre-les-Lacs	Gimil MB_R0C 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	DE (721 - 277 221 2
Région du Nord - Le Pas	The Pas MB_R9A 1M4/Le Pas (Manitoba)_R9A 1M4	PTM Fex. 1 GASH-GASTIO
Norman Region - Thompson/	59 Elizabeth Dr./59, promenade Elizabeth	D. (7.4) - 977 9790
Région du Nord - Thompson	Thompson MB_RSN 1X4/Thompson (Manitoba)_RSN 1X4	PTV FBL : OV /-OV DV
Parkland Region/	Box 14, 27 2" Ave. 8.W./C.P. 14, 27, 2" Av. 8. O.	DELETER - AND DESCRIPTION
Région des Percs	Dauphin MB R7N 3E5/Dauphin (Manitoba) R7N 3E5	PT0 F00. 1 DC2-2022
Westman Region/	Room 148, 340 9 <sup>th</sup> SL/340, 9 <sup>th</sup> Rue, bureau 148	Ph/Tel.: 726-6066
Région de l'Ouest	Brendon MB R7A 6C2/Brendon (Menitobe) R7A 6C2	Toll-free 1-800-259-8592 Sans frais
Winnipeg Office/	3 <sup>rd</sup> Floor - 213 Notre Dame Ave./213, sv. Notre Dame, 3 <sup>e</sup> étage	Ph/Tél :: 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.J Remarque : Vous receivez normalement votre palement dans les six semaines sulvant la date de dépôt de votre rapport.



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