COMMUNITY ENHANCEMENT FUNDING FINAL REPORT INSTRUCTIONS
2026 PROJECT GRANT REPORT

INSTRUCTIONS

- Please retain a complete copy of the final report for your records.
- If your organization is submitting your reporting by email, please submit a signed and scanned copy.
- If you are submitting more than one email in order to attach all documentation, please indicate the total number of emails to be received to ensure that all documentation is received.

GENERAL INFORMATION

- Project Number will be found in the right-hand corner of all mailed correspondence you've received from Wheatland County regarding the Community Enhancement Fund.
- The Contact Person on the reporting document is not required to match the name on your application. The contact person for the report should be person who can best answer any questions and provide further information on the reporting document and receipts

SUMMARY AND RESULTS

- Please provide a brief summary of the outcomes of your project and indicate with a few sentences how receiving the Community Enhancement Funding has made a difference to your organization and community.

SIGNATURE

- A duly authorized signing authority for the organization is required to sign the declaration.
- Community Enhancement Regional Board members may not be the signatory.

PROJECT-BASED FINANCIAL REPORT INSTRUCTIONS

PROJECT EXPENSES

- *Date:* The date the work took place, the item was purchased, or when the invoice was paid.
- *Description*: The description may be the name of the individual or company paid or what was purchased.
- *Total Paid:* This is the total Net amount of expense incurred by the organization minus GST. GST is not included in the CERB funding and must be paid by organization.
- If additional lines are required, please write "See Additional Pages" under the Project Expenses lines.
- If additional pages are added please enter the Total Project Expenses on the original Reporting page.
- All project expenses must be accompanied by a copy of the invoice or receipt to be approved.

PROJECT REVENUES

- *Total Community Enhancement Grant Funding:* This is the total amount of Community Enhancement Funding provided to the organization for operating.
- *Funding Provided by the Applicant:* This is the total amount of funding put towards the expenses listed above by the organization. For clarification, casino funding may be included in this line.

IF TOTAL PROJECT REVENUES IS GREATER THAN TOTAL PROJECT EXPENSES ALL UNUSED FUNDS MUST BE RETURNED TO WHEATLAND COUNTY. PLEASE DO NOT RETURN FUNDS WITH THIS FORM. WHEATLAND COUNTY WILL VERIFY THE AMOUNT OF UNUSED FUNDS THAT MUST BE RETURNED AND CONTACT YOUR ORGANIZATION TO ARRANGE PAYMENT.

WHEATLAND COUNTY

COMMUNITY ENHANCEMENT FUNDING REPORT

2026 PROJECT GRANT REPORT - SUBMISSION INSTRUCTIONS

REPORTING DEADLINE

- Mailed reports must be postmarked on or before January 31, 2027.
- Faxed or emailed reports must be received by midnight January 31, 2027.

HOW TO SUBMIT

- *Mail:* Wheatland County
  Community Enhancement Regional Board
  242006 Range Road 243
  Wheatland County AB T1P 2C4

- *Fax:* Wheatland County
  Attn. Community Enhancement Regional Board
  403-934-4889

- *Email:* cerb@wheatlandcounty.ca
  Please note that emailed reports must be a signed and scanned version.
  Unsigned versions will not be accepted.

OTHER INFORMATION

- Applicants with outstanding reporting will not qualify for new funding.
- All recipients who received capital funding are asked to provide before and after pictures of the project with their final report if possible.
- All successful recipients may be listed on the Wheatland County website.
- Successful recipients may also be selected for further project publicity through news releases, etc.

EXTENSION REQUESTS

- Project-Based Funding recipients who have not completed their project and therefore have not fully expended their funding may, in writing, request an extension for their reporting. Please see the Guidelines or contact Admin Support for further information.
- Project-Based Funding recipients who were approved for multi-year projects are not required to submit a Final Report until their project is complete. They are however, required to submit a signed Interim-Report indicating that the funds are being held in reserve for the approved project. For a template of the signed statement please contact Admin Support at Wheatland County.

FOR MORE INFORMATION

If you have any questions regarding the Community Enhancement Fund or would like clarification when filling out your application, please contact: cerb@wheatlandcounty.ca

WHEATLAND COUNTY

COMMUNITY ENHANCEMENT FUNDING REPORT

2026 PROJECT GRANT REPORT - GENERAL INFORMATION		
Project Number		
Project Name		
Name of Organization		
Contact Person		
Mailing Address		
Town	Province Alberta	Postal Code
Telephone	Email	

SUMMARY AND RESULTS

Please provide a short summary regarding how your organization spent the CERB funding:

_____

_____

_____

_____

Please also inform us how receiving CERB funding has helped your organization:

_____

_____

_____

_____

Please attach any supporting documents, including photos.

The Organization declares that:

a) The information contained in this report is a complete and accurate financial accounting of project, and that the funds were expended on the project described in the Grant Approval Letter, and
b) That I am a duly authorized representative having legal and/or financial signing authority.

_____ _____

Signature of Applicant Name of Applicant (Please Print)

_____

Date

WHEATLAND COUNTY

COMMUNITY ENHANCEMENT FUNDING REPORT

2026 PROJECT GRANT REPORT - PROJECT-BASED GRANT REPORT

PROJECT EXPENSES

DATE	DESCRIPTION	TOTAL PAID
		$
		$
		$
		$
		$
		$
		$
	TOTAL PROJECT EXPENSES	$

PROJECT REVENUES	TOTAL RECEIVED
Community Enhancement Grant Funding	$
Funding Provided by the Applicant	$
TOTAL PROJECT REVENUES	$

Copies of invoices or receipts must accompany this report.

If Total Project Revenues is greater than Total Project Expenses all unused funds must be returned to Wheatland County. Please do not return funds with this form. Wheatland County will verify the amount of unused funds that must be returned and contact your organization to arrange payment.

OFFICE USE ONLY

DATE: _____

APPROVED BY:

_____

ALL FUNDS USED ☐ YES ☐ NO AMOUNT TO RETURN _____

UNUSED FUNDS RETURNED ☐ YES ☐ NO GL_____