

# Project, Event, and Training Follow-Up Checklist

As expressed in your original application, please refer to the list below for funding follow-up guidelines.



## 1. The funding recipient will provide RPIRG with (if applicable):

- All publications it produces.
- Copies of promotional materials to be made available to the public.
- An appropriate number of complimentary tickets for the event or project to RPIRG (to be negotiated on a case-by-case basis, taking into account the budget of the event, the size of the RPIRG grant and the average ticket price) in order to allow for Board of Director and staff attendance.

## 2. The funding recipient agrees to acknowledge RPIRG support by (if applicable):

- Placing the RPIRG logo on all promotional materials.
- Announcing RPIRG as a supporter of the event by public announcement.
- Being available to give a short public presentation about the project, event, or training at RPIRG events such as the AGM or Board of Directors' meetings.

## 3. The funding recipient agrees to submit a report at the end of the project, event, or training,

considered to be no longer than **30 days** following the proposed date, for which they are granted funding. Portions of this report may be included in the RPIRG annual report or on the RPIRG website. The report shall include:

- A financial section based on original budget projections. Include brief explanations for deviations from the original. Financial report must include **all receipts** and appropriate supporting documentation.
- An activities section including achievements, learning experiences, digressions, and an outline of planned future activities.
- Pictures of any related events of activities.

## A few other things:

Project, event, or training funds will be available up to 30 days following the proposed end date (should the original end date change, the applicant may request an extension from RPIRG). At the end of this period, funding will be reabsorbed by RPIRG, or must be reimbursed if unused.

If at any time the funding recipient wishes to dissolve or cancel the project, event, or training, they will submit a letter of dissolution, a final report, and remit any unused funds back to RPIRG.

***I agree to the preceding funding conditions.***

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**Name**

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**Date**

## If you have any questions, concerns or comments, please contact us:

Regina Public Interest Research Group  
221 Dr. William Riddell Centre  
University of Regina  
Regina, SK, Canada S4S 0A2

p. 306.337.2420  
f. 306.586.8812  
e. [info@rpirg.org](mailto:info@rpirg.org)  
w. [www.rpirg.org](http://www.rpirg.org)