**Final Report Form**

**Capital Enhancements – Destination Marketing Fund Grant**

Date of Final Report: Click here for calendar

**Organization Information:**

Name of Organization: Click here to enter name.

**Follow up questions should be directed to:**

Contact Person: Click here to enter name.

Phone: Click here to enter phone number. Email: Click here to enter email.

Capital Enhancements budget as per original application: $ Enter amount here.

Capital Enhancements actual costs: $ Enter amount here.

***Please include the following information with your final report***

* A copy of invoices for the capital enhancements undertaken
* For existing capital assets, photos of asset prior to enhancements and after enhancements
* For new capital assets, photos of the capital asset
* Any additional information or comments you feel are applicable
* Owner of the capital asset

**Privacy Policy Statement and Application Certification**

The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of* *Information and Protection of Privacy Act (LAFOIP).*  Therefore, all information collected for the Destination Marketing Fund Grant Application process, including final executed Contracts and Agreements will be subject to public disclosure either through a Freedom of Information and Access Request in accordance with those regulations or Public Agenda.

Section 91(1)(a) of the Cities Act states the following:

***“91****(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:*

1. *Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”*

**Date:** Click here to enter a date.

**Signature:** Click here to insert electronic signature, or print report and sign.

**Print Name and Title:** Click here to type name & title.

This Final Report with all supporting documents can be saved and emailed to [destinationlevy@citypa.com](mailto:destinationlevy@citypa.com) or printed and mailed or dropped off to City Hall, City Manager’s Office, 2nd Floor, 1084 Central Avenue, Prince Albert, SK S6V 7P3.