



RDCK Community Works Report WORKSHEET

IMPORTANT! This is a draft worksheet only.

Do not submit this worksheet as a report.

Feel free to use this to gather your information for entry in the provided form link. Reports must be entered into the report portal: [CW Report Link](#)

REGIONAL DISTRICT OF CENTRAL KOOTENAYS

Reporting is due by **October 31 yearly** until project requirements are met. Reports may be submitted multiple times per year when submitting for fund release or earlier if project is completed and submitting a final report.

When reporting you will be expected to have the following items available:

- Copies of all invoices and receipts for which Community Works funds were used;
- Copy of an unaudited Financial Balance Sheet/Statement of Income & Expenses for the project start to date;
- Updated contact information for those responsible for the project and their direct report supervisors, managers, executive or board members.

Organization Information

Organization Name

Project Title

Project Number

Name of Primary Contact

Contact Phone Number

Contact Email

Project Progress

Please provide a summary description of the project.

Has your project started? If not, please provide details as to why not.

If submitting a Post-Completion Report: Briefly describe the current outcomes of the project since it's completion. Is it continuing to show the intended result? Are there unexpected factors or changes to timeline?

If submitting a progress or final report: Please describe the activities and achieved outcomes of note since your project was approved for RDCK Community Works funding.

What percentage of your project is complete? 0%

Project Start (or projected start date):

Project Completion (or projected completion date):

Project Financials

Total Community Works funding that was initially approved (\$)

Community Works funding received to date for this project (\$)

Project Expenses

Here you will list and upload attached expense documents. Please have them ready when you submit your report with the form link.

Check that your reported expenses are aligned with work described in your application and Community Works eligibility standards. Link below.

[Community Works Eligible & Ineligible Expenses](#)

Final Steps

Please let us know if there are any changes in contacts such as new committee/council members/project managers or coordinators.

Please attach any documents you wish to share such as: photos, project reports, community engagement publications, etc – These are always appreciated.

***NOTE:** If your project funding was approved prior to 2027, you may be contacted by the grants coordinator to complete a supplementary report, as provincial reporting standards have changed.*

*Below is the link to the supplementary report that may be required if you are requesting **fund release with this report AND funding was approved prior to 2027**. Completing this form is voluntary at this time, although appreciated, if you have not provided this statistical information previously.*

[Community Works Supplementary Reporting Form](#)