

# THEATRE ENGAGING COMMUNITIES

# Final Report

The final report is a summary of your TEC project. **Please send all required elements electronically to [tec@ent-nts.ca](mailto:tec@ent-nts.ca).** Attach the following documents:

- a) **Any promotional materials** created for the project (electronic)
- b) **Media attention** (articles, links to interviews, etc.), if applicable
- c) The **final budget** reflecting the actual expenses and revenues of the project (use the same budget as the application form, found as an annex to the present document)
- d) **Digital photos and/or a video** of the pre-production and/or the production, if applicable

## Your project

Project title
Project lead
Full address
Address
Email

## Team members

Name	Role





**Appendix A: DETAILED BUDGET – EXPENSES (cont'd)**

Please check that the calculations are correct and that total expenses equal total revenues

EXPENSES	Initial budget	Revised budget	Final budget	Clarification
<b>C) Production expenses and other costs</b> (Set, Costumes/accessories/props, Lighting and visual effects, Sound, Rental of rehearsal room, Rental of production venue, Transportation, Other costs)				
Subtotal				

<b>D) Promotion costs</b> (Advertising, Other promotional tools (posters, etc.), Other costs (supplies, mailing, printing, etc.), Other costs)				
Subtotal				

<b>E) Other expenses (specify):</b>				
Subtotal				

## Appendix B: DETAILED BUDGET – REVENUES

Please check that the calculations are correct and that total expenses equal total revenues

REVENUES	Initial budget	Revised budget	Final budget	Clarification
<b>A) Revenues generated by the project (Tickets sales, Other ...)</b>				
Subtotal				

<b>B) Others revenues (Fundraising (foundations, corporations, individuals), Gifts-in-kind or gifts of services, Sponsorships, Other ...)</b>				
Subtotal				

<b>C) Grants (TEC and other grants...)</b>				
Subtotal				

## PART D: BUDGET SUMMARY

Please complete Appendices A and B, the amounts will be automatically reproduced here.

EXPENSES	Initial budget	Revised budget	Final budget
A) Fees (Subtotal)			
B) Copyright and related costs (Subtotal)			
C) Production expenses and other costs (Subtotal)			
D) Promotion costs (Subtotal)			
E) Other expenses (Subtotal)			

<b>Total</b> (sum of all subtotals)			
<b>Contingency</b> (margin for unexpected costs): 5% of the total			
<b>GRAND TOTAL OF EXPENSES</b> (Total + Contingency)			

REVENUES	Initial budget	Revised budget	Final budget
A) Revenues generated by the project (Subtotal)			
B) Others revenues (Subtotal)			
C) Grants (Subtotal)			
<b>TOTAL OF REVENUES</b>			