

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.** 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, and include it 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
Address (where to send the second cheque)
Full address
Email

Team members

Name	Role

- 1. What was your project? Briefly describe it.**
Add as many lines as necessary.

- 2. Tell us how your project has progressed and evolved since your initial application. Don't forget to include a few lines about your project's participants and audience. Who were they?**
Add as many lines as necessary.

- 3. What did you learn through creating your project, about yourself, about collaboration and in general?**
Add as many lines as necessary.

- 4. Tell us how the objectives of the TEC program were achieved.**
Add as many lines as necessary.

- 5. What is the future of your project? What's in store for this project and for you? What are the next steps?**
Add as many lines as necessary.

- 6. If you have any other comments, add them here.**
Add as many lines as necessary.

- 7. If applicable, list here the media (electronic, print, radio, television) that have mentioned your project; please specify the date of publication or broadcast.**
Add as many lines as necessary. Press "Enter" to add more media.

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
C) Production expenses and other costs (Set, Costumes/accessories/props, Lighting and visual effects, Sound, Rental of rehearsal room, Rental of production venue, Transportation, Other costs)				
Subtotal				

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

E) Other expenses (specify):				
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
A) Revenues generated by the project (Tickets sales, Other ...)				
Subtotal				

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

C) Grants (TEC and other grants...)				
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)			

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

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