# HOW TO REPORT

*Within 60 days after the completion of the project*

1. Complete this form (downloadable from ACU’s website at: <https://www.acu.ca/en/about/our-community/community-grants-and-sponsorships>)

2. Optional enclosures:

a. Promotional materials: posters/flyers, programs, brochures, print advertisements etc.

b. Invoices relating to this project

3. Email to: [sponsorships@acu.ca](mailto:sponsorships@acu.ca). Reports are no longer being accepted by mail.

Name of organization

Name and position of contact person

Project name

Total project cost

Amount received from ACU

Year grant was received

Other funding sources and amounts received

Please describe the activities carried out and/or equipment purchased

How was ACU’s support recognized?

Any other information you would like to provide?

Do you have any comments or feedback to help ACU make the Community Grants program more responsive or to improve the application process?