



Revised Feb. 22, 2024

BRANCH INITIATIVE PROGRAM GRANT REPORT

Effective for BIP applications approved 2024 and onward.

In addition to completing this report, any Branch that receives funding is strongly encouraged to include, as part of Branch submissions to the RTO newsletters, write ups and photos from Branch BIPs.

The information below will be used to determine the effectiveness of the grant program.

BRANCH: _____

REPORT PREPARED BY: _____ **DATE:** _____

PLEASE COMPLETE THE FOLLOWING:

DESCRIPTION OF INITIATIVE/PROGRAM:

NUMBER OF PARTICIPANTS? _____

FINANCIAL REPORT: *(Please provide receipts and details for each expenditure.)*

A. TOTAL COST *(all supported by receipts):* _____

B. AMOUNT OF BIP GRANT RECEIVED: _____

C. REFUND to RTO PROVINCIAL IF $(B - A)$ IS GREATER THAN ZERO: _____

List of attached receipts:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EVALUATION: These comments will be used to assist others in their planning. Use the reverse of this sheet or additional sheets, as needed.

1. How was the program received?

2. What worked well?

3. What area would you change/improve for future event?

BRANCH PRESIDENT'S SIGNATURE: _____ **DATE:** _____

Please submit your report with a cheque for any funds which exceeded your requirements to:

Helen Dawe-Webb, RTO Admin.
C/O: NSTU 3106 Joseph Howe Dr.,
Halifax, N.S., B3L 4L7

OR

Email the report: rtons@simplicanada.ca

Send refund by e-Transfer to: rtonsautodeposit@simplicanada.ca

In the message section of the e-transfer please provide Branch Name and reason for refund. (no password required for auto-deposit)