



PRINCE ALBERT  ARTS BOARD

HELEN FERRIS MEMORIAL FUND



Helen Ferris Memorial Fund Final Report Package

Submission Date:
After Completion of your Activity



Final Report

Upon completion of your activity, you will answer the following set of questions, and copy and paste those answers into the final report form found on our website.

Final Questions to Answer

- 1 Describe the activity/training that you completed with the help of this grant.
- 2 List the date(s) of the opportunity.
- 3 Were your goals met for the opportunity (what did you get out of it)?
- 4 How did it benefit you with your artistic education pursuits?
- 5 Do you have any other information or comments you'd like the Board to know?



Final Report

Create your Final Budget

You will be required to create a final budget for your opportunity with the actual expenses and income you accumulated. [You can find an Excel spreadsheet template on our website.](#)



Make sure to include images of all your receipts when prompted by the online form.



Submit Online

Final Checklist

Before you start filling in the online final report form, make sure you have the following ready:

- A working document containing your question answers, ready to copy and paste into the final report form.
- You have finished updating the actual budget for your opportunity, and have made sure that the Expenses and Revenue match. You are ready to attach a PDF of the spreadsheet when the form prompts you.
- You have all your receipts ready to upload when prompted.