



2024 Advance Brampton Fund Close Out Report Training

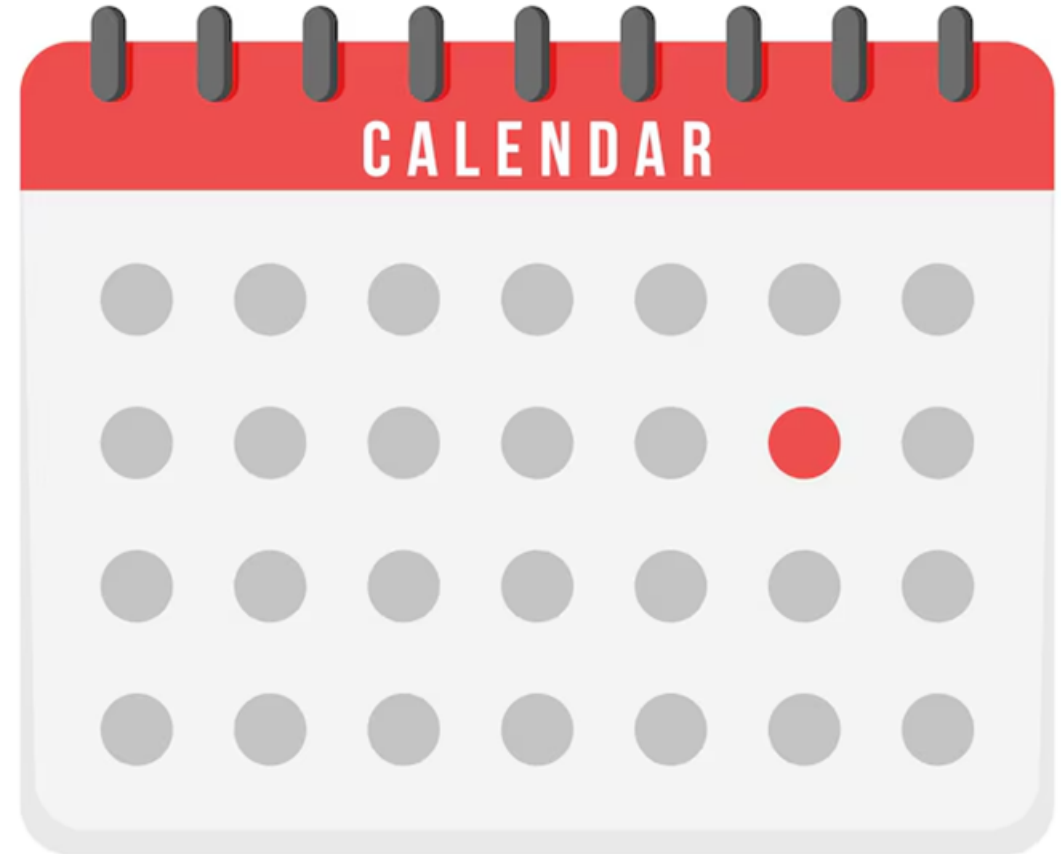
Timelines and Other Important Information



Project Delivery: 2024 calendar year

Close Out Reporting: 60 Days post project end date or December 31, 2024, whichever comes first.

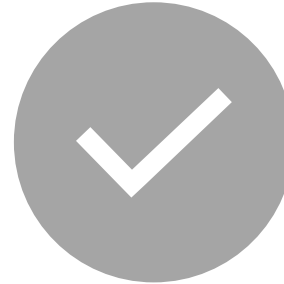
New and Small Project Reporting Grace Period: February 11, 2025



Why are Close Out Reports Necessary?



Financial Accountability



Impact Assessment



Improve funding opportunities

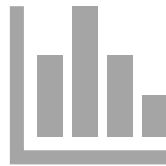


Strengthen the Non-Profit/Charitable Sector in Brampton

Project Delivery



Inform funder of changes
in project or timelines



Measure performance of
outputs projected in your
application



Maintain files with
invoices, contracts and
other proof of charge as
well as proof of payment
on those things



Engage internal and
external stakeholders –
Program Staff, Finance
Staff, Volunteers,
Participants, Partners



Accessing an ABF Close Out Report

<https://cityofbramptongrants.smapply.ca>

Login to the account from which
the application was submitted

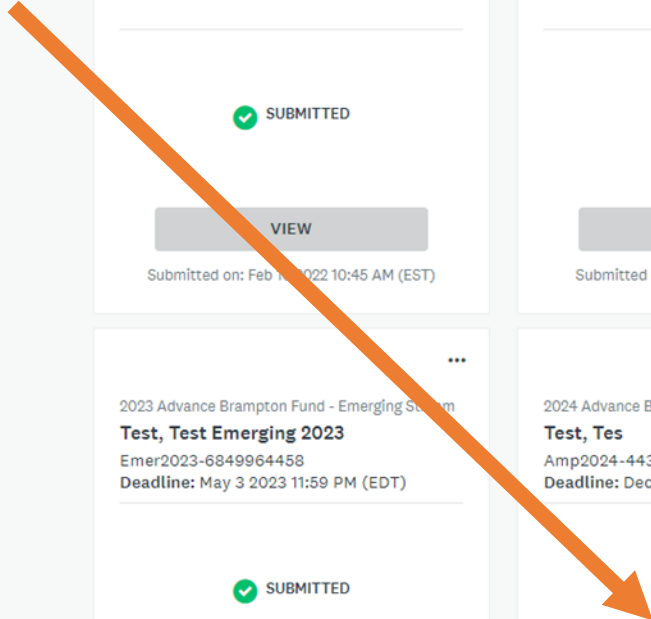
A screenshot of the Smapply login page. At the top center is the 'Apply' logo. Below it, the text 'Log in with' is centered above three social media login buttons: Facebook (dark blue with 'f'), Twitter (light blue with bird icon), and Google (red with 'G'). Below these buttons is a horizontal line with 'OR' centered underneath. Underneath the line are two input fields: 'Email' and 'Password'. The password field has a small eye icon on the right side. To the right of the password field is a link that says 'Forgot your password?'. At the bottom of the form is a large green button with the text 'LOG IN' in white capital letters.



All Applications

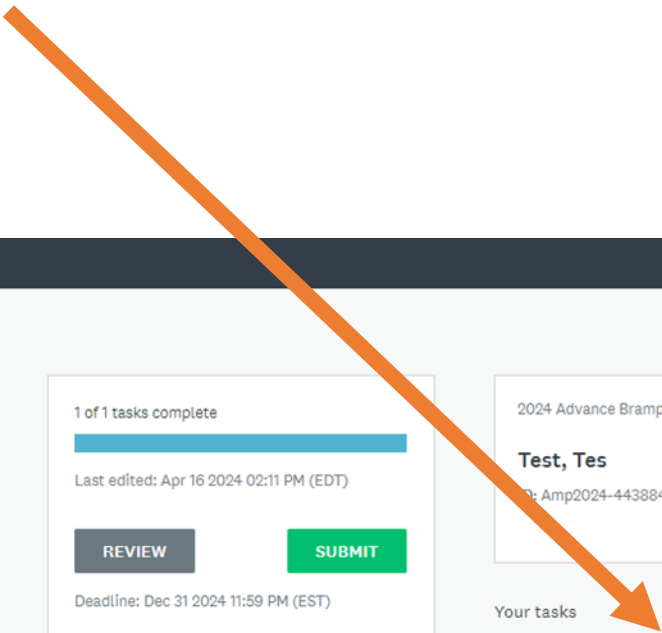
Click the green 'Continue' button associated with the application you need to report on

<p>2022 Advance Brampton Fund - Emerging Stream 2 Test, Test Emer2022-9859883419</p> <p>✓ SUBMITTED</p> <p>VIEW</p> <p>Submitted on: Feb 11 2022 10:45 AM (EST)</p>	<p>2023 Advance Brampton Fund - Amplifying Projects Stream test, test Amp2023-9214722685</p> <p>✓ SUBMITTED</p> <p>VIEW</p> <p>Submitted on: Nov 3 2022 11:16 AM (EDT)</p>	<p>2023 Advance Brampton Fund - Developing Projects Stream test tes Dev2023-3716848969 Deadline: Nov 25 2022 11:59 PM (EST)</p> <p>✓ SUBMITTED</p> <p>VIEW</p> <p>Submitted on: Aug 30 2023 02:21 PM (EDT)</p>
<p>2023 Advance Brampton Fund - Emerging Stream Test, Test Emerging 2023 Emer2023-6849964458 Deadline: May 3 2023 11:59 PM (EDT)</p> <p>✓ SUBMITTED</p> <p>VIEW</p> <p>Submitted on: Mar 28 2023 11:31 AM (EDT)</p>	<p>2024 Advance Brampton Fund Amplifying Stream Test, Tes Amp2024-4438844958 Deadline: Dec 31 2024 11:59 PM (EST)</p> <p>1 of 1 tasks complete</p> <p>CONTINUE</p> <p>Submitted on: Sep 22 2023 10:24 AM (EDT)</p>	<p>2024 Advance Brampton Fund Developing Stream test,test Dev2024-8525931472</p> <p>✓ SUBMITTED</p> <p>VIEW</p> <p>Submitted on: Apr 16 2024 02:16 PM (EDT)</p>





Click on the available task



City of Brampton Programs My Applications Amir Majid

1 of 1 tasks complete

Last edited: Apr 16 2024 02:11 PM (EDT)

REVIEW **SUBMIT**

Deadline: Dec 31 2024 11:59 PM (EST)

2024 Advance Brampton Fund A... [Preview](#)

Test, Tes

Amp2024-4438844958

APPLICATION ACTIVITY

Your tasks

- ✓ 2024 Amplifying Close Out Report
Completed on: Apr 16 2024 02:11 PM (EDT)

Previous tasks

- ✓ 2024 Amplifying Application
Completed on: Sep 22 2023 10:24 AM (EDT)

Category 1: Project Delivery Variance



Understanding any variance in the way your organization delivered the project compared to how you projected project delivery in the grant application.

- Reviews and follows questions in your grant application.
- Major variances should have already been approved (e.g., venue changes, significant timeline changes, significant expense changes).
- Minor variances should be presented and explained.

Category of Project Evaluation: Variance Between Grantee Projections in Application and Actuals in Project Delivery

Questions marked as optional in this section are only optional if conditions are met. Please read the questions carefully to determine if it merits a response.

Did your actual project start and end dates vary from what was projected in your grant application?

- Yes
 No

Clear

If yes, provide actual project start and end date? Explain the reasons for the variance?

0

Did the actual project your organization delivered vary from the description that was described in your grant application?

- Yes
 No

Clear

If yes, describe what changed and why?

0

Category 2: Indicators of Project Success, Planned Growth, Impact of City Funding and Organizational Capacity Building



Seeking information on the organization's views of project success, planned growth, and feedback on the ABF funding opportunity.

- Responses in this section will not affect your previously awarded grant or impact future grants.
- Honest feedback is appreciated; there is always room for improvement.
- Be detailed in response – explain why!

Through receiving City of Brampton funding for your organization's project, were you able to accomplish aspects of the project you couldn't have otherwise?

- Yes
 No

Clear

If yes, please share details of the impact this funding made towards accomplishing project delivery?

If no, please tell us how the funding was utilized?

0

Did this grant support your organization in creating a more sustainable project?

- Yes
 No

Clear

If yes, tell us how?

If no, tell us how the City could provide funding or other resources in ways that help you develop more sustainable programs or projects?

0



- The collection of project volunteering data is an important part of Advance Brampton Fund, helping to establish a community of philanthropy in Brampton and achieving broad impact across all priorities.
- Next there is an opportunity for your organization to share unprompted insights on impact and upload documents that may demonstrate this impact.

Tell us about how many volunteers you engaged in this project and how many hours they contributed? If the answer is zero use zeros to indicate this.

Please also share how having volunteers or not having volunteers impacted your project?

of volunteers (use 0 if none)

0

of volunteer hours (use 0 if none)

0

How did having volunteers or not having volunteers impact your project?

0

Is there anything else your organization would like to share about the impact of the project you delivered or the Advance Brampton Fund in general?

0

If you'd like to share any impact documents, reports or pictures to demonstrate the impact of your project, please do so here?

Maximum: 100

1.

.xlsx



Description:

Category 3: Financial Reporting



- Read instructions carefully – this is the most complicated part of close out reporting.
- Prove grant expenses and matching value, when applicable.
- Funding not proven as spent or unmatched will be recalled.
- Expenses must be proven as **charged and paid**.
- 10% holdback will be lost if report not approved by **January 10th, 2025**. Report cannot be approved by this date if not submitted by **December 31st, 2024**.
- Download expense reporting template and volunteer hours log from close out report.

Volunteer hours are reportable under the project expenses. Please add volunteer hours into the expense template and place the value for the volunteer hours in the appropriate cell. Volunteer hours are valued at \$17.00/hour. Gift in Kind is also reportable under expenses, please place it in your budget as you would any other expense with '(GIK)' beside the item. You can prove the value of Gift in Kind through the provision of an advertisement for a product or a quote for services.

In order to prove volunteer expense organizations must provide volunteer timesheet tracking or its equivalent that lets The City know how many volunteers contributed to the work and how their hours were deployed against the project. [You can download the volunteer tracking form by clicking here.](#)

Please click and download the [Project Expense/Revenue Reporting Template](#). Please fill the two sheets in the excel file as instructed. Once completed click the file upload button below and submit the filled in reporting template. Please use the same button to upload your expense proof documentation as well. This can include invoices, receipts, bank and credit card statements.

Minimum: 1 Maximum: 1000

1. 2024 Amplifying Close (.xlsx ...

Description:

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	A	B	C	D	E
1	2025 Advance Brampton Fund Final Project Budget Reporting Template - Developing Stream				
2					
3	Expense Category *All ABF Expenses should fall into one of the below categories. Please read the instructions for each category carefully in order to determine how to report on items and values.	Expense Items Listing *List all of the individual items in the given expense category and provide the exact dollar value paid for each item. All of the expenses for the project should be listed here, at minimum this column should include expenses that total double the value of your grant amount. * TIP: use alt+enter to start a new line when listing items.	Paid With Grant Funding * Provide the summed value of any expenses in 'Column B - Expense Items Listing' that your organization paid for with grant funding. The total in this column should be no more than \$12,500 and equal the total value of grant funds your organization recieved. * TIP: use alt+enter to start a new line when listing items.	Matching Expense *Provide the summed value of any expense in 'Column B - Expense Items Listing' that contribute to your matching expenses. The total in this column should be equal to or greater than the total value in 'Column C - Paid With Grant Funding' * TIP: use alt+enter to start a new line when listing items.	Expense Proof Documentation Reference Number *Indicate how the proof of an expense as being charged and paid can be found in your uploaded expense proof documentation. * TIP: use alt+enter to start a new line when listing items.
4	Example	Print Ads - \$5,000 Digital Ads - \$5,000 Ad Content Creation - \$10,000	\$10,000	\$10,000	Print Ads - 1 Digital Ads - 2 Ad Content Creation - 3
5	Project Staff Wages *The value paid to organizational full-time, part-time or contracted staff while they work directly on this project. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching expenses.				



	A	B	C	D	E
15	Volunteer Hours *Include the value of your expected volunteer hours. The value of volunteer hours is \$17.00/hour as outlined in the 2024 Advance Brampton Fund Guidelines. <i>This is not an expense that can be paid with grant funding, so include this value in Column D - Matching Expenses.</i>				
16	Gifts In Kind *Include the value of any expected project related gifts-in-kind. The value of service or product gifts-in-kind is determined by a an advertisement for products or an estimate for services. <i>This is not an expense that can be paid with grant funding, so include this value in Column D - Matching Expenses.</i>				
17	Insurance *The Advance Brampton Fund requires \$2,000,000 in commercial general liability insurance in order for organizations to be eligible for funding. <i>This cost is administrative and can not be paid with grant funding, but can be a part of your matching expenses. Provide the cost of your project's commercial general liability insurance in Column D - Matching Expenses.</i>				
18	Project Team Meetings and Travel *Provide the costs associated with any staff travel or meeting that directly relate to the project. <i>These expenses are not eligible to be paid with grant funding but can be a part of your project's matching contributions. Include these values in Column D - Matching Expenses.</i>				
19		TOTAL PAID WITH GRANT FUNDING:	\$0.00	<i>< This should equal your granted amount</i>	
20			Total Matching Expenses:	\$0.00	<i>< This should be equal to or greater than your grant amount</i>
21		Total Project Value: <i>*This should be at least double the value of your grant amount</i>	\$0.00	<i>< This should be the total cost of your project</i>	

Common Issues in Expense Reporting



- Eligible and ineligible expenses
- Capital expense limitations
- Improper proof documentation
 - Contracts
 - Cheque/statement vs. returned cheque
 - Payroll reporting
 - Email transfer reporting
 - Paid invoices
- Paying cash
- Proving gifts in kind
- Proving volunteer hours →

Minimum: 1 Maximum: 1000

1. 2024 Amplifying Close (.xlsx) ...

Description:

0

Characters Entered: 1 Maximum: 255

Upload another file

2024 ABF Volunteer Hour Reporting Form			
*Volunteer Hours are valued at \$17.00/hour in 2024. The sheet below will calculate the dollar value related to the number of hours provided in 'Column C - Number of Volunteer Hours' provided and sum the total dollar value at the bottom of the sheet.			
Volunteer Name	Date of Volunteer Service	Number of Volunteer Hours	Volunteer Hours Value
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL VOLUNTEER HOURS VALUE			\$0.00

Category 4 – Output Measurement and Outcome Narrative



Select the City Priority Area to which you applied.

Provide the projected value for the measures you selected in your grant application.

Provide the actual measurement for these things.

Share commentary on why the project accomplished what it did and how you measure the indicator in question.

Share some comments or details on how your project contributed to the outcomes you selected in your application.

Will not hurt previous grant or hinder next grant.

To which City of Brampton Term of Council Priority Area did you apply?

Your selection in this question will take you to the output and outcome reporting section of this report.

- Arts and Culture
- Recreation
- Community Safety

Category of Project Evaluation: Recreation - Outputs and Outcomes Measurement

You will need to refer to your grant application to fill this section of the Close Out Report. It is a mandatory component of the reporting.

You must provide projected and actual measures for all outputs projected in your application. If you did not provide a projected measurement in your application you can use 0 to fill these questions. If there is an actual measurement for something not projected in your application you can use a zero to fill the projected response and then report the actual value. All applications contained projected measurement of at least one of the things below.

of opportunities for residents to engage in physical activity

Projected in application

Actual

Please explain any variance in numbers and describe why the project did or did not meet your expectation?

of project participants

Projected in application

Actual



The ABF team is here to help:

Amir Majid – Amir.Majid@Brampton.ca

Monica Parmar – Monica.Parmar@Brampton.ca

Call for 2025 Applications opens September 2nd and will close September 30th