



2025 Advance Brampton Fund Close Out Report Training

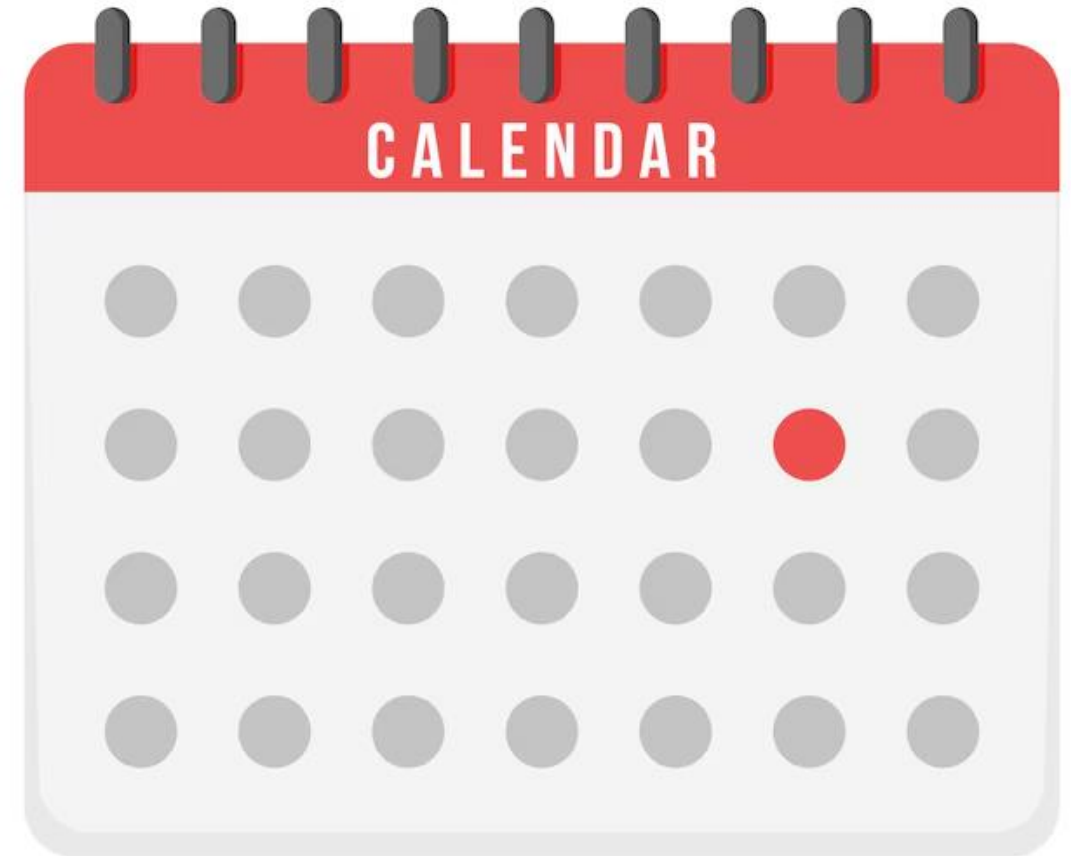
Timelines and Other Important Information



Project Delivery: 2025 calendar year

Close Out Reporting: 60 Days post project end date or December 31, 2025, whichever comes first.

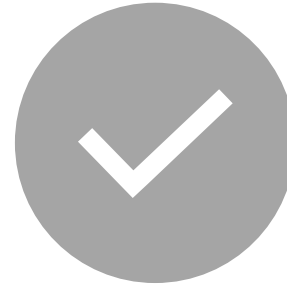
New and Small Project Reporting Grace Period:
March 1, 2026



Why are Close Out Reports Necessary?



Financial Accountability



Impact Assessment



Improve funding opportunities

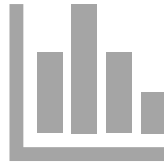


Strengthen the Non-Profit/Charitable Sector in Brampton

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

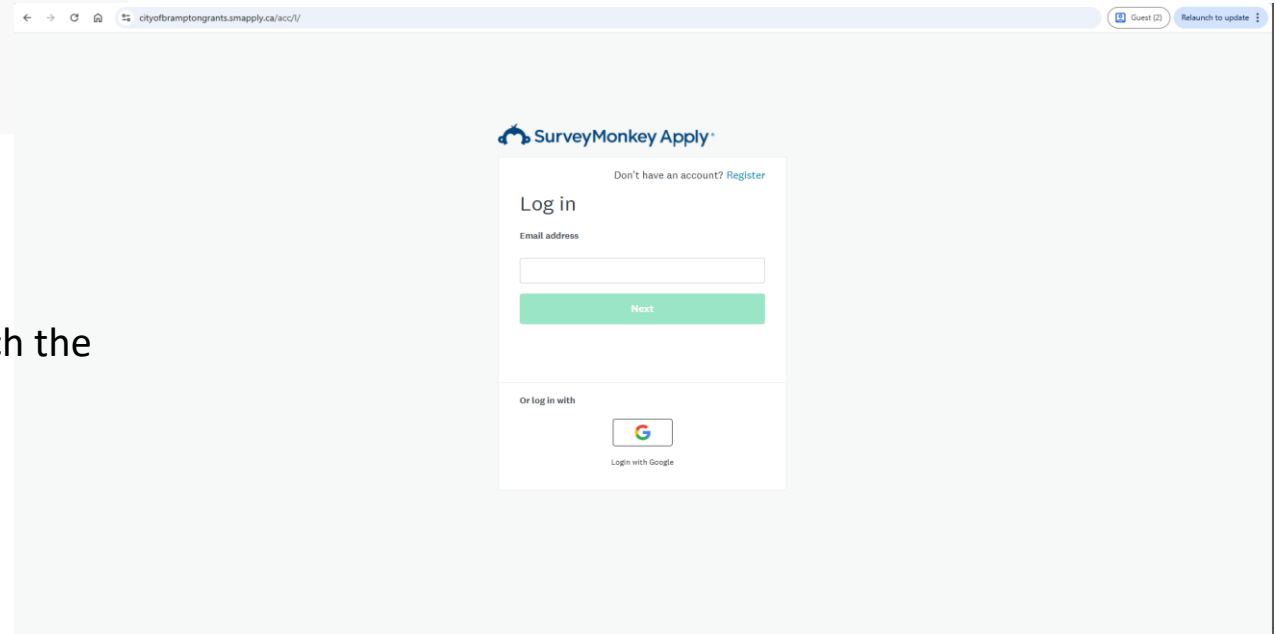


Accessing an ABF Close Out Report

<https://cityofbramptongrants.smapply.ca>



Login to the account from which the application was submitted





Click the green 'START' or 'CONTINUE' button to access the available tasks associated with the approved 2025 grant application

2025 Advance Brampton Fund New & Small Project Stream
2025 Arts and Culture
2025NS-5250569227
Deadline: Dec 31 2025 11:59 PM (EST)

0 of 1 tasks complete

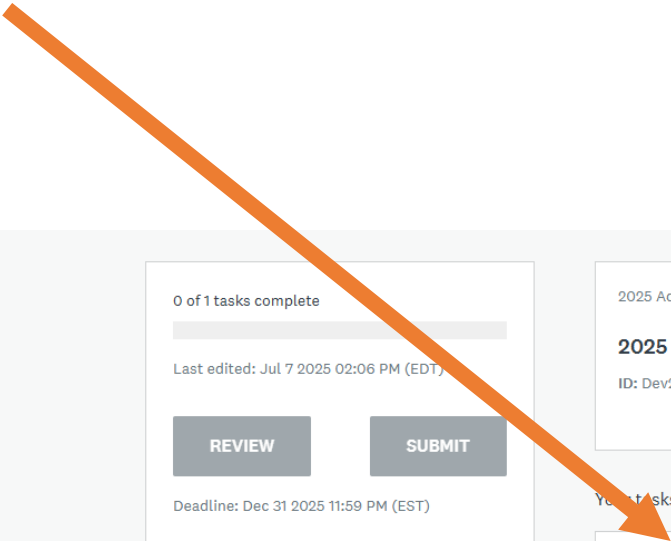
START

1 - 10 of 10 Applications

Users with organizational accounts linked to their application may have to select their name on the top left corner of the screen and select the organization's account to see this screen.



Click on the available task



0 of 1 tasks complete

Last edited: Jul 7 2025 02:06 PM (EDT)

REVIEW

SUBMIT

Deadline: Dec 31 2025 11:59 PM (EST)

2025 Advance Brampton Fund D... [🔗](#)

[👁️ Preview](#) [⋮](#)

2025 Community Safety

ID: Dev2025-9854419725

APPLICATION

ACTIVITY

Your tasks

2025 Developing Projects Close Out Report

Last edited: Jul 7 2025 02:06 PM (EDT)

[➤](#)

Previous tasks

2025 Developing Application

Last edited: Sep 16 2024 12:49 PM (EDT)

[➤](#)

Category 1: Project Delivery Reporting



UPDATED Understanding the delivery of your project and any minor variance from your application.

- Be sure to address all the questions
- Major variances should have already been approved (e.g., Delivery model changes, significant timeline changes, significant expense changes).
- Minor variances should be presented and explained.

Project Close Out Reporting - Project Delivery Reporting

Please provide details on your project's delivery. Be sure to include details of any variance in your project's delivery from what was outlined in your application and why the variance occurred.

Please describe the project delivery? Include details like:

- Project start and end date
- Project description
- Who was on the project team (include details on staff, contractors, subject matter experts and partnering organizations)
- Did your project reach its target or intended audience?

NEW Project Venue Details:

- Tell us exactly where you delivered your project (provide the address and/or the digital platform used)
- Let us know if the venue was suitable.

Where was your project delivered and was the venue suitable for your project's delivery?

- If in-person please provide the address of the venue.
- If digital please provide the name of digital platform.
- If both, provide both the in-person address and the digital platform.



NEW Significant Change:

- Tell us about any major or significant changes your project underwent since application.
- You should also tell us about why these changes had to be made.
- Should have already been approved during project delivery.

Was there any significant change between the project you described in your application and the project you delivered? Please explain why the changes were needed.

Volunteer Contributions:

- 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.
- For Developing and Amplifying recipients' number of volunteers and hours volunteered should align to any volunteer hours reporting you are claiming as matching expenses.
- Don't forget to include hours volunteered by directors and other executive members towards the project.

How were volunteers engaged with the project?

of volunteers

of volunteer hours contributed to the project

Describe how the work of volunteers impacted your project?

Category 2: Project Success Reporting

Significant success:

- Tell us about the most significant impact of your project. Why it was significant and how you plan to build off this success.

Describe the most significant success of the program or project? Why is it so significant? How will you build off this success?

NEW *Project Challenges:*

- Tell us about the most significant challenge your project faced and how you addressed it.

What was the most significant challenge you faced in project delivery? How did you overcome it?

|

NEW *Delivery in subsequent years:*

- Tell us if you will deliver the project again and why or why not. Share key learnings associated with your choice.

Will you deliver this project again? Why or why not?

Free form sharing:


- Tell us anything else you'd like to share about your project's impact in Brampton, share images or other impact reports/research.

Is there anything else you would like to share about the impact of your project?

|

Please upload any pictures, documents, reports or research that demonstrate the impact of your project.

Information and images provided here may be used internally or externally by the City of Brampton to demonstrate grant program impact.

 Upload a file

Category 3: Grant Program Feedback



Did Advance Brampton Fund funding help your organization accomplish aspects of this project it would have otherwise been unable to? What did it help accomplish and how?

Impact of funding –

- Tell us about how the City’s funding helped your project. Tell us especially about anything the City’s funding helped you accomplish that you would have not been able to otherwise.

New and Small Projects

Use the scale below to rate your agreement with the following statement: "As a result of delivering my organization's project with support from the Advance Brampton Fund my organization feels this project had an opportunity to test delivery, assess risks and measure impact"

- ☐ Strongly Agree
- ☒ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree

Developing Projects

Use the scale below to rate your agreement with the following statement: "As a result of delivering my organization's project with support from the Advance Brampton Fund my organization feels the project will continue to grow and develop"

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree

Amplifying Projects

Use the scale below to rate your agreement with the following statement: "As a result of delivering my organization's Amplifying project with support from the Advance Brampton Fund my organization feels the project will continue as an ongoing part of the organization's work"

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree

Effectiveness of funding:

- The City is interested to know if the funding program is having its intended impact. The fund seeks to provide new and small project funding to enable recipients to test projects and build skill, funds Developing projects to help them grow and develop and funds Amplifying projects to help organizations make the project offerings part of their ongoing operations. We want to know if we’re doing this.

How can the City of Brampton make the Advance Brampton Fund opportunities more accessible and inclusive for your organization and others?

Accessibility:

- Tell us what we can do to make the funding program more inclusive and accessible.

On a scale of 0 - 10 how likely (10 being most) are you to recommend this funding program to others?

- ☐ 0
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10

If you rated the previous question a 0 - 8, what could we do better?

If you rated the previous question a 9 - 10 what do we do well?

Net Promoter Score:

- Key metric for understanding how well the program is perceived.



Category 4: Project Output/Outcome Reporting



Please provide the actual achievement of your project against the outputs projected in your application. An actual measurement for all outputs projected in your application as greater than 0 is necessary.

You may provide an actual measurement for outputs you did not project in your application if you collected data that measured the output during your project's delivery.

All of the actual measurements in this section require a response. If you did not project a measurement in your application and therefore do not have an actual measurement to share please fill a 0 into the space for the actual measurement.

Projected output measurements are pre-filled from your application within each output below. Use this as a guide to inform which outputs you must provide an actual measurement for.

Once this is done, provide some commentary on why you met, exceeded or fell short of your projections.

of opportunities for residents to engage in physical activities

Projected in Application: 1

Actual	1
--------	---

of project participants

Projected in application: 1

Actual	1
--------	---

% of participants from diverse or equity deserving communities

Projected in application: 1

Actual	1
--------	---

Please provide some commentary on why you met, exceeded or fell short of your projected measurements above?

Updated Output Reporting:

- The close-out report will automatically pull the priority area, project type and projected outputs from your application. It will display the projected output measurement you put in your application.
- Provide the actual measurement you achieved in project delivery in the 'actual' space available.
- In your application if you were not measuring a specific output you used a 0 to indicate this. This will be shown here and if you ended up not measuring the output during project delivery you can use a 0 here to indicate that as well. If you did end up measuring something you were not planning on measuring in application, provide the measurement here.
- Next, you will provide some commentary on why you met, exceeded or fell short of your project measures.



Select the outcome or outcomes from the list below your project impacted.

- ☐ Initiatives create stronger neighbourhoods which feel more inclusive, safer for residents, and increase public participation in the community.
- ☐ Initiatives create a safer Brampton by ensuring resident's primary needs are met.
- ☐ Initiatives create a Brampton where residents are more aware of community safety and well-being information, resources, and services available to them.
- ☐ Initiatives create a Brampton where residents are connected. Included and feel like they belong.
- ☐ Initiatives create a Brampton where residents have increased opportunity and gain new or improved skills.
- ☐ Initiatives create a healthier Brampton by ensuring improved mental health of residents.

Please comment on how your project impacted the outcomes selected above?

Updated Outcome Reporting:

- Here you will select the outcomes you think your project impacted and provide some commentary on how the project impacted those outcomes.

Category 5: Financial Reporting



- Read instructions carefully – this is the most complicated part of close out reporting.
- Note differences in reporting on matching grants (Developing and Amplifying) and unmatched grants (New and Small Projects)
- 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 can be lost if report not approved by ***January 10th, 2026***. Report cannot be approved by this date if not submitted by ***December 31st, 2025***.
- Download expense reporting template here
- Once completed upload it here

All Advance Brampton Fund recipients are required to provide financial reporting on their grants. This includes:

1. A completed project budget template
2. Expense proof documentation proving an expense as charged and paid.

In the Developing stream there is a required matching component so a completed budget should total at least 200% of your organization's approved grant value. It should also account appropriately for volunteer hours and gifts in kind being claimed as part of the grant's matching value.

Volunteer hours in 2025 are valued at \$17.20/hour and can be proven using the volunteer tracking template below or any other volunteer tracking template you have that clearly shows the name of the volunteer, the date the volunteer worked and the number of hours the volunteer worked on that specific date.

Gifts in kind of services or products can also be used to contribute to your matching value. They also need to be proven and can be proven through the provision of an advertisement for a product showing its fair market value or something from a service provider that shows how much they would traditionally charge for the services they provided to your project free of charge.

Completed project budget template

Please provide a completed project budget template here. You may provide your own template provided it clearly shows all of the values necessary including volunteer hour contributions and gift in kind contributions. If you'd prefer, please download the City's template below.

[DOWNLOAD PROJECT EXPENSE REPORTING TEMPLATE](#)

Upload a file



	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 <i>*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.</i> <i>* TIP: use alt+enter to start a new line when listing items.</i>	Paid With Grant Funding <i>* 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.</i> <i>* TIP: use alt+enter to start a new line when listing items.</i>	Matching Expense <i>*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'</i> <i>* TIP: use alt+enter to start a new line when listing items.</i>	Expense Proof Documentation Reference Number <i>*Indicate how the proof of an expense as being charged and paid can be found in your uploaded expense proof documentation.</i> <i>* TIP: use alt+enter to start a new line when listing items.</i>
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	< This should equal your granted amount	
20			Total Matching Expenses:	\$0.00	< This should be equal to or greater than your grant amount
21		Total Project Value: *This should be at least double the value of your grant amount	\$0.00	< This should be the total cost of your project	



Expense Proof Documentation:

- Read instruction carefully. Note differences between matching and unmatched grants.
- Collect all invoices, contracts, point of sale receipts, payroll documentation etc. electronically
- If a volunteer log is needed to claim matching values for volunteer hours, download it here.
- Upload proof documentation along with the completed budget template by clicking this button.

Please provide expense proof documentation here.

Expense proof documentation includes proof of payment and charge.

Proof of charge can be:

- Invoices
- Contracts
- Anything that itemizes what was charged for and how much items cost
- Proof of charge should always align to a proof of payment

Proof of payment can be:

- Returned cheques
- Cheque stubs and bank statements that show the cheque was cashed
- Credit statements
- Bank statements
- Email transfer reports that show who the recipient was and how much they were sent
- Proof of payment should always align to a proof of charge

Documents that suffice as proof of charge AND payment:


- Invoice clearly marked as paid **BY THE VENDOR** that show a \$0.00 balance owing and ideally a payment method.
- 3rd party payroll reporting
- Pay stubs
- Itemized point of sale receipts from a restaurant or store's cash register

Products provided as gift in kind or free to a project can contribute to matching expenses. The value of them must be proven through a publicly available advertisement for the exact product being claimed.

Services provided as gift in kind or free to a project can also contribute to matching expenses. Their value must be proven through a letter, invoice, or contract in which the service provider shows what would typically be charged for the services being rendered.

Volunteer hours that contribute to the matching expenses of a project must be proven through a completed volunteer log that shows the name of the volunteer, the date they volunteered, and the number of hours they volunteered on each date. You can provide your own log that shows this information or download the City's template below:

[DOWNLOAD THE VOLUNTEER LOG TEMPLATE](#)

 Upload a file



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

2025 ABF Volunteer Hour Reporting Form			
<i>*Volunteer Hours are valued at \$17.20/hour in 2025. 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.</i>			
Volunteer Name	Date of Volunteer Service	Number of Volunteer Hours	Volunteer Hours Value
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL VOLUNTEER HOURS VALUE			\$0.00





I'm here to help:

Amir Majid – Amir.Majid@Brampton.ca

Call for 2026 Applications opens September 2nd and will close September 30th