

2025 Affiliated Neighbourhood Association Close-Out Report

Please use this document to report about your completed Affiliated Neighbourhood Association project(s), supported through the Nurtured Neighbourhood Grant. Complete all sections of the document and submit it to the Community Safety & Well-Being Office (CSWO) at CSWO@brampton.ca by **December 31, 2025**.

If you need support in completing this report, contact the CSWO by email at CSWO@brampton.ca connect directly with your Coordinator.

The personal information on this form is collected under the authority of the Municipal Act SO 2001, C. 25. Questions about the collection of personal information should be directed to our Call Centre by dialling 3-1-1 (within Brampton city limits) or 905.874.2000 (outside city limits). Please review the City of Brampton Privacy Statement for more information.

1. Neighbourhood Association Key Details

Please complete the following key details about your Neighbourhood Association.

a) Neighbourhood Association name:	
b) Main Point of Contact name:	
c) Main Point of Contact email:	
d) Treasurer name:	
e) Treasurer email:	
f) Intake period application was submitted:	☐ March 2025 ☐ June 2025
g) ☐ New Neighbourhood Association	☐ Existing Neighbourhood Association

2. New Membership and Outstanding Information

Please provide new member information and any outstanding information from existing members below, if applicable. If there are no updates for this section, you may leave it blank.

Contact Name	Address	Phone Number	Email



3. Nurtured Neighbourhood Grant Funding Allocation

Please provide information about the total amount of funding received, total spent, and if there are any unspent funds. Complete the tables below to report back on how the Nurtured Neighbourhood Grant was used to complete your neighbourhood project(s). If more than two projects were completed, complete Extra Expense Worksheet for each project and attach it to this closeout report.

a) Total amount of grant received:		
b) Total amount of grant spent:		
c) Total amount of grant remaining:		
d) All receipts and/or invoices have been submitted with this report by email to CSWO@brampton.ca . Ensure all receipts are clear and do not include items from the Ineligible Expense List . Please refer to Helpful Program Tips to report spending.	☐ Yes	☐ No
e) Our Affiliated Neighbourhood Association has unspent funds to return to the city.	☐ Yes	☐ No
Please note, any unspent funds must be returned to the city. To return funds, please write a cheque payable to the City of Brampton and provide the hardcopy to the CSWO by delivering it directly to your Coordinator or sending it by mail to the following address: City of Brampton Community Safety & Well-Being Office 2 Wellington Street West Brampton, Ontario, L6Y 4R2		

f) Project 1			
Theme:			
Project:			
Location:			
Start Date:		End Date:	
Store/Vendor Name	Receipt Date	Expense Item	Actual Cost on Receipt (\$)
Example: Canadian Tire	June 1, 2025	Paper plates, napkins	\$20.99

Total Cost:



g) Project 2			
Theme:			
Project:			
Location:			
Start Date:		End Date:	
Store/Vendor Name	Receipt Date	Expense Item	Actual Cost on Receipt (\$)
Example: Canadian Tire	June 1, 2025	Paper plates, napkins	\$20.99

Total Cost:

h) Funds used beyond the Nurtured Neighbourhood Grant (i.e. over the \$1,500 and \$2,000 from sources such as fundraising, sponsorship, etc.)		
Expense Items	Source of Funds	Actual Cost (\$)
Example: Coffee	☐ Fundraising ☐ Financial Donation ☐ Advance Brampton Fund ☒ Supplies Donation (Please specify): Tim Hortons	\$45.17
	☐ Fundraising ☐ Financial Donation ☐ Advance Brampton Fund ☐ Supplies Donation (Please specify):	
	☐ Fundraising ☐ Financial Donation ☐ Advance Brampton Fund ☐ Supplies Donation (Please specify):	

Total Cost:



4. Reusable Items Purchased for Neighbourhood Association Projects

Please share more information about reusable items that your Neighbourhood Association purchased for your project. This includes items such as games, equipment, tables, etc. that can be used again by your neighbourhood, year-after-year.

a) Did you purchase items for your Neighbourhood Association projects that can be reused in future?	☐ Yes	☐ No
b) If yes, please list the reusable items you have purchased.		
c) Where are these items stored when they are not in use for Neighbourhood Association projects?		
d) Are these items accessible to members of the Neighbourhood Association when they are not in use for Neighbourhood Association projects?	☐ Yes	☐ No

5. Annual General Meeting Details

Please complete the following key details about your Neighbourhood Association's Annual General Meeting.

a) Meeting Date:		
b) Meeting Time:		
c) Meeting Location:		
d) Number of Attendees:		
e) Meeting Agenda:		
f) Summary of Meeting (Please share key decisions and conclusions from the meeting)		
g) Was CSWO invited to the AGM?	☐ Yes	☐ No

6. Litter Clean-up

Please share information about litter clean-ups your Neighbourhood Association may have organized in your community.

a) Did your Neighbourhood Association complete a litter clean-up in your neighbourhood and was it logged on the <i>Ready, Set, Collect</i> Litter Reduction competition tool?	☐ Yes	☐ No	☐ Completed but not logged
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We encourage all residents to log their litter cleanups using ***Ready, Set, Collect*** to track their efforts. Imagine your impact and learn more about the City's litter reduction effort by visiting www.brampton.ca/litterreduction.

7. Project Impact and Overall Experience

Please provide the following information about your project(s). If you completed more than one project, please refer to all.

a) A brief description of the project(s) impact – what did you accomplish?

b) What feedback did your neighbours share?

8. Key Metrics

Please provide the following information regarding your project(s).

a) Project 1		
Number of people invited		
Number of people not part of Neighbourhood Association who attended/participated		
Total number of people who attended/participated		
Estimated Demographic Reached	Under 16	
	16 - 29	
	30 - 64	
	65 or older	
Total number of volunteers		

b) Project 2 (Optional)		
Number of people invited.		
Number of people not part of Neighbourhood Association who attended/participated.		
Total number of people who attended/participated.		
Estimated Demographic Reached	Under 16	
	16 - 29	
	30 - 64	
	65 or older	
Total number of volunteers		

9. Learnings and Opportunities

Please describe what worked well, opportunities to improve for next time, and key recommendations for moving forward. Please refer to all projects.

10. Project Success

Do you think your project(s) were successful?

a) Project 1:

☐	☐	☐
Yes	No	Neutral

b) Project 2 (Optional):

☐	☐	☐
Yes	No	Neutral

11. Sense of Belonging

Do you feel an increased sense of belonging with your local neighbourhood because of your collective participation in the Neighbourhood Association program?

☐	☐	☐
Yes	No	Neutral

a) If yes, please explain how your sense of belonging has changed:

12. Sense of Safety

Do you feel an increased sense of safety with your local neighbourhood because of your collective participation in the Neighbourhood Association program?

☐	☐	☐
Yes	No	Neutral

a) If yes, please explain how your sense of safety has changed:

13. Sense of Awareness

Do you feel more aware of community information and resources because of your collective participation in the Neighbourhood Association program?

☐	☐	☐
Yes	No	Neutral

a) If yes, please explain how your awareness of resources has changed:

14. Sense of Empowerment

Do you feel an increased sense of empowerment to take action to enhance safety and well-being in your local neighbourhood because of your collective participation in the Neighbourhood Association program?

☐	☐	☐
Yes	No	Neutral

a) If yes, please explain how your sense of empowerment has changed:

15. Additional Comments/Feedback to CSWO

Please include any additional feedback or comments about your overall experience completing your neighbourhood project and participating in the Neighbourhood Association program. Please provide any further feedback to help the CSWO understand how you would like to receive support to ensure your participation is a positive experience.

16. Project Support

Has CSWO been helpful in answering your questions and helping your group to meet goals?

☐	☐	☐
Yes	No	Neutral

17. Engagement with Neighbourhood Association members:

We want to hear more about your engagement beyond the projects! Please share more details about your continued communication with members.

a) Do you continue communicating with members after the completion of your project?	☐ Yes		☐ No
b) How often do you communicate with your members?	☐ Yes	☐ Sometimes	☐ Not often
c) Do you share the information from the emails we send you from cswo@brampton.ca with members to keep them informed?	☐ Yes		☐ No

18. Consent to Share

To promote the Neighbourhood Association program, it is helpful to share testimonials and feedback about your experience. Statements from your close out report may be shared in print or digital publications. If information about your experience is shared, it would include the name and location of the Neighbourhood Association.

a) I consent to the City of Brampton sharing information provided above in this report for promotional purposes.	☐ Yes	☐ No
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19. Photos and Videos

If you have photos from your public events that you would like to share with the CSWO for promotional purposes, please attach them to this report or email them to: CSWO@brampton.ca with the name of your Neighbourhood Association in the subject line.

20. Renewal

Please indicate if you would like to renew your affiliation for the following year. Details on the renewal process will be available at www.brampton.ca/communitysafety in 2026.

a) I would like to renew affiliation for my Neighbourhood Association for 2026.	☐ Yes	☐ No
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21. Completion

Upon completion of this document, please sign and submit to the CSWO at CSWO@brampton.ca. If you would like to submit using a different method, please contact the email address above.

a) Report completed by:	
b) Name:	
c) Date:	

Congratulations! You have completed your 2025 Affiliated Neighbourhood Association Close-Out Report. If you have any questions, please email CSWO@brampton.ca.