



Block Party Name: _____

Name of Applicants (If Applicable): _____

Block Party Date: _____ **Number of Attendees:** _____

Phone: _____ **E-mail:** _____

Please indicate how your funding was spent:

Note: Only **eligible expenses** should be included below. Please refer to the Neighbourhood Block Party program’s Guidelines Booklet online at richmond.ca/BlockParty to see which of your event’s expenses are eligible.

Item	Description or Supplier	\$ Amount
Event Insurance		
Food		
Food Permit (if required for Food Trucks)		
Supplies and materials for activities (eg. Crafts, name tags, etc.)		
Marketing materials		
Rental of event infrastructure (eg. tables, chairs, games, etc.)		

Item	Description or Supplier	\$ Amount
Artist fees/honorarium		
Sustainability initiatives (eg. compostable utensils, etc.)		
Road closure resources (eg. barricade rentals)		
Safety supplies (eg. cones, reflective vests, etc.)		
TOTAL		

Amount received: _____

Total amount of funding used: _____

Total amount of funding unused: *(if applicable)* _____

In 200 words or less, please describe how your Neighbourhood Block Party contributed to the program's objective.

- *Creating neighbourhood block parties that build community in Richmond;*
- *Create a sense of community and enhance safety and awareness in neighbourhoods; and*
- *Facilitate intercultural interaction and promote intercultural understanding.*

In 200 words or less, describe the impact your block party had on building neighbourhood connections:

What benefits were seen during and after the event? Did the block party help connect neighbours to each other?

How many members of the community were directly involved with your block party?

	Description	Number of Individuals
Neighbours	<i># of people who helped plan, implement or accomplish the organizing of the block party</i>	
Participants	<i>Total # of neighbours who took part in the block party</i>	
Artists	<i># of Richmond-based artists involved</i>	

Is there anything else you'd like to share with us about your experience with your Neighbourhood Block Party program to assist the City of Richmond to enhance this program?

Additional Deliverables:

- I have provided two (2) photos of my event.
- I have provided two (2) signed photo waivers.
- I have provided copies of all expense receipts related to my event.

Please select the option below which applies to your event:

- I have leftover grant funding exceeding \$50.00 and will be providing a refund cheque to the City of Richmond within 4 weeks following the completion of my event.
- I do not have leftover grant funding exceeding \$50.00.

Name: _____ Signature: _____

Date: _____

Name: _____ Signature: _____

Date: _____

FINAL REPORT to be submitted **TWO WEEKS AFTER** your Neighbourhood Block Party to **BlockParty@richmond.ca**