

Participant Program Final Report

Note: * = Required Question

Project Overview

Please fill out the final report form with as much information as you have collected. Not all questions are mandatory but we do collect this information to share and learn with other organizations who are working on gender equity so please share where applicable!

This final report is for:*

Women in Motion/Girls in Motion/Go Girl

Project Contact Email:*

Name of Event:*

Event Venue/Location:*

Event Date(s):*

Registered Number of Attendees (Total):*

Number of Volunteers:

Demographic Information

We collect this data for our funders, please leave blank if you prefer to not answer or if values are unknown. Please enter in the number of participants who are:

- 6-12 years:
- 13-17 years:
- 18 - 55 years:
- 56 + years:
- New Canadians:
- Indigenous:
- Living with a Low Income:
- Living with a Disability:
- Females:
- Males:
- Non Binary:

Project Financial Statement

Revenue*

Please provide a financial breakdown of the expenses associated with your project. Please describe where necessary. (e.g. Participant Registration Fees, Grants/Contributions, Resources, Donations, etc.) Use the + on the side to add rows.

Revenue (Please describe item)	Actual Amount \$
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Total Revenue:*

Please add up the above items in the revenue category.

In-Kind Donations:

Please include any In-Kind Donations, this could include facility or wage costs covered by an organization, door prizes, giveaways, etc.

In-Kind Item (please describe)	Estimated Value
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Expenses*

Please describe where necessary. (e.g. Materials and Supplies, Marketing and Promotions, Honorariums (specify), Equipment Rentals, Facility Rental and Related Costs, Food and Refreshments, First Aid, Volunteer Needs, Child Care, etc.) Use the + on the side to add rows.

Expenses (Please describe item)	Expense Amount \$
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Total Final Expenses:*

Please add the above items.

Your Program's Story

The questions in this section are not listed as required, please fill out the questions that are applicable to your program.

- **Provide a general overview of your project.**

Describe how you were able to provide girls/women with a low cost, community-based event in a supervised recreational setting. This will be used to create a short summary of your project for our website. Please highlight how you worked to overcome barriers to participation.

- **How did you provide support/information to encourage participation beyond your program?** Education, sharing of future opportunities, connecting to other programs, etc.
- **What did you do to meet the needs of girls/women of different abilities, ages and cultural backgrounds?** Any suggestions for others on how to provide opportunities for equity, inclusion, diversity and accessibility?
- **Did participants report making positive social connections with peers in the program or in the broader community?** Opportunities to socialize, meet new people, create new relationships, etc.
- **How did you provide opportunities for girls/women to actively engage in physical activity opportunities?** E.g. List the activities that were offered. Were they Indoor and outdoor, individual and team opportunities, providing choice, connections with peers and community?
- **Which activity/activities were the most popular in your program?** This question is for multi activity programs and the information collected is shared with groups when unsure what activities might be popular with girls and women.
- **What went well?** Please consider: planning, instructors, volunteers, venue, schedule, date of event, food, etc.
- **What were your challenges or learnings from your project?** Please consider: planning, instructors, volunteers, venue, schedule, date of event, food, etc. Would you do anything different next time?
- **What did you do to promote your project?** Any suggestions for others on best ways to reach new participants? Please also reference how you recognized InMotion Network in your marketing and promotions.
- **List any local sponsors you were able to access and comment on their suitability for the project.** We often get asked by organizations if there are sponsors they can connect with if you would like to share.

Attachment - As required in the MOU, please include photos/videos of the program. Please attach any examples of your publicity, program outline, agendas, testimonials, evaluation summary and/or photos/videos of the event itself that you would like to share with the InMotion Network. These will be used in future InMotion Network communications.

Drop files here or Select files

Accepted file types: jpg, gif, png, pdf, Max. file size: 50 MB.

How Did We Do?

Comment on the support received from InMotion Network. Is there any additional support you would have liked to receive? Website information, connection with InMotion Network staff, etc? Any suggestions to help us with this funding program.