

Take the Lead Final Report Template

InMotion uses this information to inform future work, to share information on our website's [Get Inspired Page](#) and in other communications.

Required answers are marked with *

Name of Take the Lead Project Recipient/Organization*

Report Submitter Email Address*

Project Overview*

- Please provide a short, general overview of your Take the Lead project.
- What courses, education, etc occurred? This will be used to create a small success story to share on our website.

Project Impact

- Include the impact of the new credentials on your/or the organizations future opportunities.
- How did this project support overcoming barriers for women in sport and physical activity?
- Please include any comments on the impact of this project on gender equity in sport, physical activity and/or recreation leadership.

Photograph/Video Submission

- Please submit photos/videos that show participation in the certification, event, coaching or performing the activity.
- These photos will be used in future communications with InMotion Network.
- Accepted file types: jpg, gif, png, pdf, Max. file size: 50 MB..

List of Certifications/Events

- Please list all of the certifications/events attended as part of this Take The Lead project.
- Name, Certification/Event, Date, Location

Certification Certificate Submission

- Please submit any copies of certification/certificates.
- Accepted file types: jpg, gif, png, pdf, Max. file size: 50 MB.

Total Participants

- Please list the total number of people who participated in your project. (E.g. how many certified or attended activities of the project)

Demographic Information

- We collect this data for our funders and annual reporting, please leave blank if you prefer to not answer or if values are unknown.
- Please enter in the number of participants who are: New Canadians, Indigenous, Living with a low income, Living with a disability

InMotion Recognition*

- How did you recognize InMotion as part of your Take the Lead project?

Take the Lead Financial Statement**Revenue***

- Please provide a breakdown of the revenue associated with your Take the Lead project.
- Please use the following categories (InMotion Contribution, Grants/Awards, Club/Organization Contribution, Personal Contributions, Other with description).

In-Kind Support

- Please list any in-kind support that was received. (e.g. Transportation or Accommodation Sharing)

Expenses*

- Please be as detailed as possible in your Expenses: Course Registration (Name and location), Course Supplies (detailed), Accommodations (Cost breakdown), Transportation costs (Type, cost, dates), Meals (dates and number of meals)

Expense Documents

- Please include scanned copies of receipts.
- Accepted file types: jpg, gif, png, pdf, Max. file size: 50 MB.

Feedback/Suggestions

If applicable, please provide any suggestions or feedback for InMotion Network.