



Indigenous Health  
1952 Bay St  
Victoria, BC V8R 1J8  
Email: [IHIP@islandhealth.ca](mailto:IHIP@islandhealth.ca)

## FINAL REPORTING FORM

202\_\_-202\_\_

**Organization Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

### REPORTING PERIOD:

**Final Report (April 1 – March 31)**

Please note that this report is for the full duration of the project.

**REPORT COMPLETED BY:** \_\_\_\_\_  
(Please Print)

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_  
(Please sign and date)

**PROGRAM ACTIVITIES REPORT**

1.	<b>SERVICES / ACTIVITIES OUTLINED IN SCHEDULE A</b>		
<b>Project Objectives</b>	<b>Services / Project Activities</b>	<b>Project Outcomes</b>	<b>Number of Participants &amp; Target Population</b>
2.	<b>Challenges and plans to address them:</b>		
3.	<b>Community Partners other organizations, physicians, VIHA, FNIH, community members (youth, family, elders, etc):</b>		
4.	<b>Evaluation Activities:</b>		

## FINANCIAL REPORT

Line Item Description	Annual Approved Budget	Annual Actual Expenditures April 1 – March 31	Variance
<b>REVENUE</b>			
<b>EXPENSES</b>			
Employee Costs:			
Salary/Wages			
Benefits			
Total Employee Costs:			
Non-Employee Costs:			
Training:			
Facilitators:			
Honorariums - Max 5%			
Project Supplies			
Travel			
Other Expenses: Please specify:			
Total Non-Employee Costs:			
Administration Costs – Must not exceed 10%			
<b>Total:</b>			

Please include articles, pictures, or material that relates to this project.

## REPORTING ACCOUNTABILITIES

Submit to the Contract Coordinator, Indigenous Health, Vancouver Island Health Authority (VIHA) Final report within 30 days after the end of the term showing utilization of funds. Failure to report may have an impact on your future funding. Please note that this report is for the full duration of the project ie. 12 months.

Final

April 1 – March 31 **Due May 1**

**Submit to: Contract Coordinator at Email: [IHIP@islandhealth.ca](mailto:IHIP@islandhealth.ca)**

Vancouver Island Health Authority  
Indigenous Health  
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