

Final Report and Logbook Sheets

The object of the SANS Small Grant Fund is to assist in development, construction and maintenance of SANS recreation trails & facilities by providing essential financial assistance towards the expenditures incurred by the applicant, not to exceed \$5,000.00.

Where appropriate, the SANS Small Grant Fund Committee encourages the utilization of donated material, equipment and labour and accepts these as part of the applicant's financial contribution to the project. Grants will not exceed the cash requirements of the total project.

The attached logbook sheets are provided by SANS to be used by the project executive to keep an updated, accurate record of all donated equipment, labour and materials. The labour logbook sheets must be signed by each volunteer. This log must be available for inspection by the SANS Small Grant Fund Committee Representatives.

Requirements:

1. The logbook sheets and Final Payment Request forms provided must be used.
2. Department of TIR Nova Scotia Road Builders Association equipment rates may apply. Written cost estimates should be obtained from an independent contractor or an appropriate qualified professional when rates claims differ from TIR rates.
3. Material and equipment costs should be itemized and supported by documentation from the donor indicating the current value of the donation. (i.e. invoice marked donated)
4. A log showing hours of volunteer labour must be maintained, indicating both skilled and unskilled labour. The value of skilled labour will be \$25 per hour or the going hourly rate for the area, while unskilled labour will be \$15.00. Each documented activity must be signed off by the volunteer.
5. Projects must be completed in a timely manner of 6 months or less after receipt of notification of approval; such that all projects must be completed by December 15th in the year they were approved, or approval **MUST BE REQUESTED TO EXTEND BEYOND THE APPROVED TIME**. Unused funds will be placed into the Small Grant Fund after this date.
6. Upon completion of an approved project the applicant shall complete a SANS Final Report with Log Sheets and submit the report to the SANS office. This report must include a summary of the completed work, a financial / in-kind summary including copies of receipts and/or cheques issued, post construction photos, fully completed signed log sheets and a budget summary.
7. SANS will have 31 days to process the final payment (20% of the approved grant) providing the final report is complete and meets the original approved submission.
8. If, upon completion of a project it is deemed by the review committee the completed project did not meet the objectives of the original application, the Club will be required to return all issued funds back to SANS and the Small Grant Fund.

Total Cost of Project by Item			
Item	Paid To	Receipt	Amount
(A)Total			

Donations	
Item	Amount
Value of Donated Labour Unskilled (per Logbook Sheets)	
Value of Donated Labour Skilled (per Logbook Sheets)	
Value of Donated Equipment (per Logbook Sheets)	
Value of Donated Material (per Logbook Sheets)	
Value of Other Grants Provided and Name of Grantor:	
Value of Donated Shop Time + Equipment Use + Donated Parts (Provide Details)	
Administration – 10% of Project excluding taxes.	
Total Donated	
Club Paid Portion of Project/Cash	
(B)Total In-Kind/Donated Portion	
(A+B) Total Project Cost including In-Kind/Donations	

Total Funds Requested	
Funds Received from SANS	
Final Funds Owing	

Log Sheets

Donated Unskilled Labour

Date	Name	Activity	Hours	Rate	Value	Signature
Total						

Donated Skilled Labour

Date	Name	Trade/Qualification/Skill	Hours	Rate	Value	Signature
Total						



SANS Small Grant Fund Application and Final Report with Logbook Sheets

Donated Equipment

Date	Donor	Equipment	Hours	Rate	Value
Total					

Donated Materials

Date	Type	Description	Value	Donor
Total				