



## HOW TO CREATE A FOLLOW-UP REPORT FOR YOUR 2023-2024 WRITERS GROUP GRANT

The following information pertains to creating our required follow-up reports. These follow-up reports are **GROUP** focused, not reports on the activities of individual members. Please fill out the follow-up report with this in mind.

### **Please Include**

More information on each of these follows in the examples in Appendix A and B

- Information about your group (group name, main contact person and their contact information, and total funds granted **from the SWG**. You may report on other funding; however, please focus on SWG funding received for this grant application).
- Funding can be used for the following
  - fees to an author to offer a workshop (in-person or online)
  - member travel expenses to allow them to attend meetings and craft development sessions
  - member participation fees in conferences, workshops, and other craft development sessions (in-person or online)
  - critique manuscripts
  - attend conferences or workshops (in-person or online)
  - hold retreats
  - attend author readings
  - give readings locally/arrange Open Mics (i.e. venue rental)
  - writing exercises
  - costs associated with holding writers group meetings (i.e. venue rental)
  - fees for Zoom or other digital platforms that facilitate online writing group meetings
- Narrative Report for the year
- Group Membership
- Financial Report (please make sure that your expenses and revenue equal each other)
  - SWG encourages writing groups to use **all** of their funding during the year
  - In your financial report, you may include invoices, copies of cheque or e-transfer details, any kind of receipt, contract (if you hire a writer to bring in to talk with your writing group), bank statements, etc.

## APPENDIX A: Example 1



<b>FOLLOW UP REPORT for 2021-2022 Writers Group Funding</b>			
<b>Name of Group</b>	A Morning's Cup of Tea		
<b>Contact Person</b>	Tea Gerbeza		
<b>Address</b>	123 Writers Way		
<b>City</b>	Regina		
<b>Province</b>	SK	<b>Postal Code</b>	XXX XXX
<b>Phone</b>	306-123-4567		
<b>Email</b>	programassistant@skwriter.com		
<b>Total Funds Granted</b>	\$750		

Signature of Applicant \_\_\_\_\_ *TG* \_\_\_\_\_

Date: *June 13, 2022*

## **A) Narrative Report**

In 250 words or less, please explain your group's activities and any notable successes or challenges for 2021-2022:

*This year, our group met once a month and workshopped each other's work via Zoom. We were successful this year in that we were able to bring in an author to give a talk on world building, a topic that our group has wanted to bring someone in to talk about for quite some time. The challenges this year were the inability to meet in person due to the pandemic and having to use our funding for a zoom licenced account.*

## **B) Group Membership**

Has there been any changes in your group's membership or information?  Yes  No

Changes in membership can mean new members or members who have left. The SWG needs these numbers for our reports to our funders.

If Yes, please explain (e.g. list the names of new members or departed members):

*3 members left, leaving us with 8 members left.*

*Names of departed members: Jack Frost, Virginia Walldorf, Vanessa Lodge*

Please indicate how many of your members are:

Youth (0-29 yrs old): 2

Adults (30-54 yrs old): 5

Seniors (55+ yrs old): 1

How many people have been reached by your activities? Please consider or list any activities, initiatives, or events your group hosted and estimate an audience number based on these activities. Consider how many writers in your group were involved as well as any outside audience members. If, for example, your group only meet to critique each other's work, you may put down the number of members that show up to these meetings as "audience" members.

*9 people have been reached by our activities this year. Due to the pandemic, we were unable to do any public readings for our community. 8 are our members and one is the writer we brought in to do a talk.*

**C) Financial Report for 2021-2022**

Please note that groups must **only report on SWG received funding** in this report. In your financial report please include any invoices, copies of cheque or e-transfer details, receipts, contracts (if you hire a writer to bring in to talk with your writing group), and/or bank statements.

**Expenses and revenue MUST be equal to each other.**

<b>Revenues (please list)</b>	<b>Amount</b>
SWG Grant	\$ 750.00
Other Revenue	\$0.00
<b>TOTAL REVENUE</b>	<b>\$750.00</b>
<b>Expenses (please list)</b>	<b>Amount</b>
Guest Writer Workshop Honorarium	\$500.00
Zoom 1 year subscription	\$222.00
Bank account fee	\$28.00
<b>TOTAL EXPENSES</b>	<b>\$750.00</b>
<b>UNSPENT FUNDS</b>	<b>\$0.00</b>
<b>What you will use any unused funds for</b>	<b>N/A</b>

*Please note that any unused funds above \$50.00 must be returned to the SWG with this follow-up report by June 28, 2022. Groups are not entitled to purposefully hold back \$50.00 each year. For any unspent funds \$50.00 or under, please indicate how much is left over of your **SWG funding** and your intended use for it. If you use all your funding, please put \$0.00 in the “unspent funds” column. The SWG encourages writing groups to spend their full funding amount.*

**D) Financial Receipts**

Please list all copies of receipts attached:

*1) Zoom account receipt*

*2) Bank statement*

*3) Guest writer invoice*

*4) Guest Writer Receipt*

ZOOM VIDEO COMMUNICATIONS INC.

1 year subscription Invoice

Charge Name: Standard Pro Annual

Quantity: 1

Unit Price: CAD200.00

Service period 09/27/2020-09/26/2021 CAD200.00 CAD22.00 CAD222.00

INVOICE TOTALS

Subtotal: CAD200.00

Total (Including Tax): CAD222.00

Invoice Balance: CAD0.00

Charge Name Tax Name Jurisdiction Charge

Amount

Tax

Amount

Standard Pro Annual Provincial Sales Tax (PST) 6.000% State CAD200.0

0 CAD12.00

Standard Pro Annual Goods and Service Tax (GST) 5.000% Federal CAD200.0

0 CAD10.00

Total

Tax CAD22.00

Invoice Total CAD222.00

Transaction Date Transaction Number Transaction

Type

Description Applied

Amount

09/27/2020 P-46659497 Payment (CAD222.00)

Invoice Balance CAD0.00

**BANK STATEMENT**

YOUR BANK ACCOUNT HAS \$387.21 IN YOUR CHEQUING ACCOUNT

BANK FEE -28.00



**BILL TO:**

A Morning's Cup of Tea Writing Group  
123 Writers Way

# INVOICE

INVOICE #: \_\_\_\_\_

DATE: \_\_\_\_\_

Please make cheque payable to:

**FOR: GUEST WORKSHOP**

Name  
Mailing Address and postal code  
Email address  
Phone number

DESCRIPTION	AMOUNT (as per contract)
<p>Gave A Morning's Cup of Tea writing group a talk on world building</p> <p style="text-align: right;">Plus GST (if applicable)</p> <p style="text-align: right;">GST Number: _____</p>	\$500.00
<b>TOTAL</b>	<b>\$500.00</b>

Signature: \_\_\_\_\_

\*\*\*\*R E C E I P T\*\*\*\*

This is to confirm Guest Writer received \$500.00 for facilitating a workshop session with A Morning's Cup of Tea writing group.

August 16, 2021

Guest Writer

## APPENDIX B: Example 2



<b>FOLLOW UP REPORT for 2021-2022 Writers Group Funding</b>			
<b>Name of Group</b>	A Morning's Cup of Tea		
<b>Contact Person</b>	Tea Gerbeza		
<b>Address</b>	123 Writers Way		
<b>City</b>	Regina		
<b>Province</b>	SK	<b>Postal Code</b>	XXX XXX
<b>Phone</b>	306-123-456		
<b>Email</b>	programassistant@skwriter.com		
<b>Total Funds Granted</b>	\$750		

Signature of Applicant \_\_\_\_\_ *TG* \_\_\_\_\_

Date: *June 13, 2022*

## **A) Narrative Report**

In 250 words or less, please explain your group's activities and any notable successes or challenges for 2020-2021:

*With funds received from the SWG, members of A Morning's Cup of Tea were able to take a weeklong writing course directed by Guest Writer. During this workshop series, our members went for a weekend writing retreat at XXX. It was a great way to connect with each other as well as our new members. The group did a reading at a local cafe as a wrap up for the retreat.*

*The group is planning another in-person reading for the Fall, but may push it to next summer as two members have new books coming out!*

*Thanks to the SWG for funding our weekend retreat.*

## **B) Group Membership**

Has there been any changes in your group's membership or information?  Yes  No

Changes in membership can mean new members or members who have left. The SWG needs these numbers for our reports to our funders.

If Yes, please explain (e.g. list the names of new members or departed members):

*3 new members*

*Names of new members: Blake Karr, Justine Flowers, Rebecca Woods*

Please indicate how many of your members are:

Youth (0-29 yrs old):

Adults (30-54 yrs old): *9*

Seniors (55+ yrs old):

How many people have been reached by your activities? For example, consider or list any activities, initiatives, or events your group hosted and estimate an audience number based on these activities. Consider how many writers in your group were involved as well as any outside audience members. If, for example, your group only meet to critique each other's work, you may put down the number of members that show up to these meetings as "audience" members.

*30 (our members, Guest Writer, and 15 people at the cafe for the reading)*

**C) Financial Report for 2021-20222**

Please note that groups must **only report on SWG received funding** in this report. In your financial report please include any invoices, copies of cheque or e-transfer details, receipts, contracts (if you hire a writer to bring in to talk with your writing group), and/or bank statements.

**Expenses and revenue MUST be equal to each other.**

<b>Revenues (please list)</b>	<b>Amount</b>
SWG Grant	\$ 750.00
Membership fee (\$25.00/person)	\$250.00
Another Arts Grant	\$400.00
<b>TOTAL REVENUE</b>	<b>\$1,400.00</b>
<b>Expenses (please list)</b>	<b>Amount</b>
Guest Writer Workshop Series	\$980.00
Weekend Retreat Fees	\$400.00
<b>TOTAL EXPENSES</b>	<b>\$1, 400.00</b>
<b>UNSPENT FUNDS</b>	<b>\$20.00</b>
<b>What you will use any unused funds for</b>	Keep our bank account open

*Please note that any unused funds above \$50.00 must be returned to the SWG with this follow-up report by June 30, 2021. However, this does not mean that each group automatically keeps*

\$50.00. For any unspent funds \$50.00 or under, please indicate how much is left over of your **SWG funding** and your intended use for it. If you use all your funding, please put \$0.00 in the “unspent funds” column. The SWG encourages writing groups to spend their full funding amount.

Please list all copies of receipts attached:

*1) Guest Writer Workshop Series Receipt*

*2) Hotel Booking for Weekend Retreat*