



FOLLOW UP REPORT for 2023-2024 Writers Group Funding

Name of Group			
Contact Person			
Address			
City			
Province		Postal Code	
Phone			
Email			
Total Funds Granted			

Signature of Applicant _____

Date _____

A) Narrative Report

In 250 words or less, please explain your group's activities and any notable successes or challenges for 2023-2024. For example, notable successes may include publication, an event, bringing in a writer for group activities, or a group retreat. Challenges may include barriers group has faced in the past year.

B) Group Membership

1) Has there been any changes in your group's membership numbers or structure?

Yes No

Changes in membership may mean the addition of new members or departure of members. If your group has executive positions (i.e. president, treasurer), and these have changed in the past year, please let us know. The SWG needs to report the number of your members to our funder.

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

2) Please indicate how many of your members are:

Youth (0-29 yrs old):

Adults (30-54 yrs old):

Seniors (55+ yrs old):

3) How many people have been reached by your activities? This may be an estimation. Consider or list any activities, initiatives, or events your group hosted, how many writers in your group were involved as well as any outside audience members. If, for example, your group only hosts private meetings, the number of people reached are the number of your group members.

C) Financial Report for August 2023 to June 2024

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.

For more information about how to do a financial report, please refer to our How to Create a Follow-Up Report document and the examples provided there.

Revenues (please list)	Amount
SWG Grant	\$
Other Revenue	\$
	\$
TOTAL REVENUE	\$
Expenses (please list)	Amount
	\$
	\$
	\$
	\$
TOTAL EXPENSES	\$
UNSPENT FUNDS	\$
What you will use any unused funds for?	

*Any unused funds above \$50.00 must be returned to the SWG with this follow-up report by June 24, 2024. Groups are not automatically entitled to 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)
- 2)
- 3)
- 4)