

**Special Events & Cultural Amenities (SECA) Grant Program  
Calendar Year 2021 (CY21)  
January 1, 2021 – December 31, 2021**

**Final Financial Event Report**

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**Introduction**

As a result of the 2016 comprehensive review of the SECA Grant Program, the Commission developed metrics that measure the success and sustainability of events and programs.

**All grant award recipients, regardless of award amount, must submit the Final Financial Event Report within 30 days of the completion of the event/project.** Upon submission, the reports will be reviewed by the SECA Commission and used to evaluate the following year's application and assist with determining an appropriate funding allocation.

***NOTE: Final reimbursement of funds will not be awarded until the Final Financial Event Report has been submitted.***

**Section One – Grant Recipient/Organization Information**

Name of Grant Recipient/Organization:

Address:

City/State/Zip Code:

Contact Person:

Phone Number:

E-Mail:

Has there been any change the organization's non-profit status since the time the award was received? If so, please explain

**Section Two – Project/Event Information**

Name of Project/Event:

Brief Description of Project/Event:

Date of the Project/Event:

Amount of SECA Grant Award for CY20:

Number of Years the Project/Event has been in Existence:

Number of Years the Project/Event has received a SECA Grant:

In What Year Does Your Organization Anticipate No Longer Needing SECA Funding:

**Section Three – Project/Event Implementation**

Describe how the organization planned and executed the project/event, including but not limited to:

- Implementations strategy and timeline
- Challenges during implementation
- Modifications to original project/event
- If applying for 2022 grant funds, describe any changes that will be implemented.

**Section Four – Project/Event Evaluation**

What was the actual number of participants

How was the success and/or effectiveness of the project/event measured

What were the expected outcomes of the project/event?

What were the actual accomplishments of the project/event?

How did you make the event affordable to as many participants as possible?

**Section Five – Finances**

Describe any changes that were made to the budget that were not included in the original application.

List all revenue sources and the amounts of funding received for this project/event in addition to the SECA Grant funds that were awarded.

If you did not receive full funding how did it influence your event?

***Applicants must provide a complete and accurate financial worksheet of project finances. The budget worksheet is located on the SECA page of the City of Naperville’s website. Attach the document to the end of this report, or as a separate email attachment.***

**Section Six – Certification**

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to submit this application on behalf of this organization.

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

Title: \_\_\_\_\_

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**CITY CLERK’S OFFICE USE ONLY**

Reviewed by Special Events Coordinator

Submitted to SECA Commission

Date: \_\_\_\_\_

(Received stamp)