



NAJC YOUNG LEADERS FUND

Summary Report

Please complete this Summary Report for the NAJC Young Leaders Fund (YLF) upon completion of the project/initiative when the remaining 50% of the funds will be released.

Email your completed Summary Report to: icyoungleaders@gmail.com, subject line: SUMMARY REPORT – NAJC Young Leaders Fund.

Applicant's name: _____	Date: _____ DD/MM/YYYY
Organisation name (if applicable): _____	
Project/Initiative title: _____	
Duration of Project/Initiative: _____	_____
Start Date: DD/MM/YYYY	End Date: DD/MM/YYYY
Phone number: _____	
Email: _____	

Final Report Checklist

Your Final Report must include the items listed below.

- 1. Overview Report
- 2. Final Budget
- 3. Attach photo(s) and/or video(s) (high resolution .JPG or .MOV files)
- 4. Signed YLF Media Release Consent Form

1. Overview

Provide a brief overview and results of the outcome of your grant project or initiative:

Goal	
Process/Planning	
Participation & Human Resources	No. of Participants:
	No. of Volunteers:
	Others:
Promotion	
Outcomes (Successes)	
Outcomes (Challenges)	
Recommendations	
Other Comments	

2. Final Budget

Provide a balanced total budget of the project or initiative, clearly showing amount of funding requested (Maximum of \$2000), how the grant was used, and what other sources of funding have been secured. In each box provide specific details. Use a separate sheet if needed for additional information of the budget breakdown.

None of the funds can be used for salary, fees or honoraria to individuals who are either applicants or members of association making the application.

Funds must be returned if not used for project/initiative purpose and/or there are leftover funds.

A. Revenues:

1. Amount received from NAJC YLF:	\$
2. Cash contribution:	\$
3. Non-cash contribution:	\$
4. Earned income:	\$
5. Other grants/subsidies:	\$
6. Other revenues:	\$
Total revenues:	\$

B. Expenses:

1. Salaries:	\$
2. Fees:	\$
3. Facility costs:	\$
4. Consumable materials/equipment:	\$
5. Non-consumable materials/equipment:	\$
6. Travel and transportation:	\$
7. Other costs:	\$
Total expenses:	\$

Balance remaining:	\$
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3. Attach Photo(s) and/or Video(s)

Please attach any additional digital media you feel is relevant for NAJC YLC to display on our web page or in other publications outside of the control of the NAJC that promotes Japanese Canadian community. Please provide high resolution media.

4. YLF Media Release Consent Form

Please sign the YLF Media Release Consent Form for publication purposes for NAJC YLC web page or in other publications outside the NAJC's control.



NAJC YOUNG LEADERS FUND

YLF Media Release Consent Form

I, _____, hereby agree and give

Name of individual if an adult, 18 years of age or older.

Name of parent/guardian if individual is under the age of 18.

my permission for the National Association of Japanese Canadians (NAJC) Young Leaders Committee (YLC) to display, publish or distribute any Media (e.g., photos, videos, audio, etc.) as part of the summary report submitted to the YLC for a Young Leaders funded project.

I hereby waive any right to approve the use of these Media now or in the future, whether the use is known to me or unknown, and I waive any right to any royalties related to the use of these Media.

I understand that the Media may appear in electronic form on the Internet or in other publications outside of the control of the NAJC. I agree that I will not hold the NAJC responsible for any harm that may arise from such unauthorized reproduction.

I have read the YLF Media Release Consent Form and hereby **Agree** to these terms of release.

Name: _____
(PRINT CLEARLY)

Signature of applicant or parent/guardian: _____
(Signed by parent/guardian if individual is under the age of 18)

Date: _____
DD/MM/YYYY