



# Final Report Form: Prizes

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**This final report is used for the following prizes: J.B.C. Watkins Awards: Architecture, Jean A. Chalmers Fund for the Crafts, John Hobday Awards in Arts Management, Prix de Rome in Architecture (Emerging and Professional).**

## Overview

You must complete this form to fulfill the terms and conditions of the prize you received from the Canada Council for the Arts. Final reports enable us to verify that the funded project has taken place, provide valuable information about the artistic sector, and help us measure and demonstrate the impact of the prizes we administer. The information you provide in your final report will not be shared with assessment committees and will not be used for assessing future applications or nominations.

Individuals who are Deaf or who have disabilities, including those living with mental illness, and require accommodation at any stage of the reporting process may be eligible for [additional assistance](#).

## Confidentiality of Information

The Privacy Act gives individuals the right to access and request correction of personal information about themselves. The Canada Council will protect personal information as required by the Privacy Act. The information will be stored in a series of Canada Council data banks described in Info Source, a government publication that is available on the Internet. All other information may be accessible to others under the Access to Information Act.

### **Submit your Final Report Form to:**

Prizes

Program Officer

Canada Council for the Arts

150 Elgin Street, P.O. Box 1047

Ottawa ON K1P 5V8

**OR**

prizes@canadacouncil.ca



## PRIZE or AWARD WINNER INFORMATION \* required

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Individual's name or name of group/organization\* \_\_\_\_\_

Name of representative (groups/organizations only) \_\_\_\_\_

File Number\* \_\_\_\_\_

### Mailing Address

Address\* \_\_\_\_\_

City\* \_\_\_\_\_

Country\* \_\_\_\_\_

Province/Territory\* \_\_\_\_\_

Postal Code\* \_\_\_\_\_

Telephone Number\* \_\_\_\_\_

**Provide a short description of the project and activities you undertook with the assistance of the prize awarded to you by the Canada Council. \* (approximately 250 words)**

**Summarize the key achievements of your project. \* If applicable, what challenges did you face? (approximately 250 words)**

## Financial Information

You must submit a final financial report on your use of the prize money awarded. You do not need to attach receipts, but you must keep them for 5 years in case your file is randomly selected for review.

If you had to submit an initial budget and need a copy, please contact Prizes staff at [prizes@canadacouncil.ca](mailto:prizes@canadacouncil.ca).