



Theatre Partnership Program 2021-2022 Final Report Template

This Final Report template is designed for theatre companies and Ad Hoc groups who signed agreements for the 2021-22 Theatre Partnership Program.

Final Reports are **required** by the Canada Revenue Agency and **essential** for our records as a charitable arts organization, for which you have used our charitable number. Incomplete reports put this program in jeopardy.

The intent of this template is to clarify our final reporting requirements for participating in this program.

Reports are due August 31 of each year.

Company Name		
Company Contact person		
Company information	Email:	Phone:

Please respond to the questions below on a separate page:

Question 1:

What was your Company mandate for 2021-22? Please note if there were any changes to your mandate

Question 2:

Please describe your overall artistic activities for the 2021-22 year

Question 3:

Please describe your donation activity for the 2021-22 year. How many donations did you receive, and for how much? Was your donation activity in line with your overall financial goals for the year? Please include, in brief, the ways you solicited donations and any challenges you faced.

Question 4: Financial Information

Please select one of the three options. Choose the option that makes the most sense for you. If you have questions, or are unsure---feel free to contact us at theatre@theatre.ca (902-425-3876)

1. Complete and submit the **Budget & Actuals Information Template** (online at:) **OR**
2. Submit Year-End Financial Statements (audited or unaudited)
3. Submit completed Budget and Actuals for the year from a related operating grant (e.g. Arts Nova Scotia, Canada Council). **If you only had one project for the year, you can submit actuals from a project grant.**

Please note that your financials *must* capture the total donations you received for the TNS 2021-22 fiscal year (September 2021-August 2022).

Question 5: TNS Logo Acknowledgement

Please attach between 2-5 supplementary materials relating to your activity for the year, such as programs, grant letters, website links, that prove the use of the TNS logo and/or verbal recognition of the Theatre Partnership Program.



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Question 6 (Optional):

If you have any thoughts or comments on the Theatre Partnership Program, you may leave them here.

Please sign and date the bottom of this page. Return this page, your responses to the above questions, and accompanying support materials to theatre@theatre.ca. Please note, reports are due August 31. Program contracts cannot be renewed with member participants until receipt of complete final report.

- Name
- Title
- Signature
- Date

Please sign below:

Name

Signature

Date