CAPCHP Alberta Coalition Network

Follow-Up Report

MUST be submitted within 1 month of the event or training date. Funding for future applications will depend on receipt of the follow-up report. ***Email the completed report to capchpalberta@gmail.com.***

Project Name:_____ Project Number:_____

Name of Conference/Workshop or Activity:_____

Submitted by:_____
Contact information (phone/e-mail):_____

Budget (Actual Funds Spent)

Category	Amount
Registration	
Travel	
Air	
Mileage (0.51/km)	
Taxi/Uber	
Accommodation	
Hotel/Motel	
Private ($30/night)	
Meals	
Breakfast $15/day	
Lunch $18/day	
Dinner $30/day	
Hosted Events	
Speaker/Facilitator	
Rent	
Food	
Other (printing, training materials, etc.)	
TOTAL	

If the balance remaining is less than $100, submit receipts for how funds were expensed on relevant materials. If the balance remaining is over $100 submit a cheque to:

The Candora Society of Edmonton
#262, 3210 - 118 Avenue
Edmonton, AB, T5W 4S9
Re: Coalition Capacity Building Funds

Evaluation

(Please complete this section)

Workshop/Conference/Activity Name: _____

Date held: _____ Number of individuals from the project that attended: _____

Contact information for presentations: _____

Resources or website relevant to this conference/workshop or activity: _____

_____

Rating:

On the following questions, rate the workshop/conference/activity from 1 (not recommended, not valuable, little skill) to 5 (highly recommend, very valuable, excellent skill)

	1	2	3	4	5
Would you recommend this to other projects?					
How valuable to your work was the activity/event/information?					
Please rate the presenters' overall skill, knowledge, and presentation.					

Comments:

How will your project and/or participants benefit from staff having attended this activity?

Please provide information you would like to share with others about this activity.