

**The Canadian Opera Creation Program  
Final Report Guidelines  
Repertoire Development Grants  
(Includes Partnership, Development, Production and Documentation Grants)**

In order to receive final payment on any Canadian Opera Creation Program grant, grantees must complete a final narrative report and submit a final budget report to Opera.ca at the conclusion date identified on their application. Please submit the report in both hard copy and electronically. (Supporting documents need only be included in the hard copy.)

**NARRATIVE REPORT  
Not to exceed 5 pages**

**Please address the following points, with attention to both the process and outcome of your final project:**

**I Project Description**

Describe the project and the funded activities with a review of the original goals and your success and/or difficulties in meeting these goals. *Please note:* Difficulty in meeting a desired objective provides valuable insight for the field and Opera.ca and does not in any way prohibit a company from receiving a final grant payment or restrict access to future grants.

**II Partnerships**

Describe the lessons learned from working with partners, including collaborations with other producers, community partners and artists. How did partnerships enrich this project? How did they hinder the project?

**III Organizational Impact**

Describe the ways the project strengthened the staff, company operations, fundraising and media attention. Were new donors attracted to the project? How did the project create interest for new and/or current audiences? Were there other benefits for the community at-large? What lessons were learned from this project that can be applied to other projects at the company?

**FINANCIAL REPORT**

All grants require the submission of a financial report. Please submit a revised budget showing the final income and expenses of the activity, showing all eligible and ineligible expenses. **(Remember: The Canadian Opera Creation Program grant will only cover up to 50% of eligible expenses).** Please explain any variance from the original budget of more than ten percent.

While we do not require the submission of actual receipts documenting your expenses, we do ask that you retain receipts and appropriate documentation for a period of two (2) years in the event such paperwork is required during a financial audit.

**Please Note:** The acknowledgement instructions articulated in the official award letter must also be fulfilled as a condition of receiving the final installment of your grant from the Canadian Opera Creation Program.