



**Canadian Council of Archives
Conseil canadien des archives**

**CONTROL OF HOLDINGS
COST SHARED COOPERATIVE PROGRAMME
2004-2005**

END OF PROJECT - FINAL REPORT

Name of Recipient: _____

Project Title: _____

CCA Project File Number: 4028-

Completion Date of the Project: _____

Contact Person: _____

(Name)

(Address)

(Telephone)

(email)

1. Project Description

Provide a short narrative of the tasks undertaken to complete the project; continue on an additional sheet if necessary.

2. Staff

Include the name, position and status (i.e. permanent, contractor or volunteer) of those responsible for carrying out the project and provide a short description of the tasks carried on by each of them.

3. Final Product

If applicable, include a copy of the final product generated by the project.

4. Publicity and Other Documentation

Include examples of publicity as press clippings and press releases pertaining to your project.

5. Financial Statement

Complete the chart below or alternatively provide your own statement of expenditures which must include the specific use of CCA funds and of other sources of contribution, if any. This statement must be signed by the Executive Director or a senior officer with financial signing authority.

Categories or types of expenditures activities	Costs	CCA Funds Spent	Applicant's and other sources of contribution	Direct	Indirect
Background research					
Appraisal and selection					
Arrangement					
Description					
Physical processing					
Archival supplies					
Finding aid production					
Other (specify)					
TOTALS:					

CCA Funds Received: \$ _____

Surplus remitted to the **Canadian Council of Archives** (if applicable): \$ _____

Name of Senior Officer (please print)

Title

Signature

Date

CCA Signatory

Date