



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

**PRESERVATION TRAINING AND INFORMATION PROGRAMME (CPCAR)**  
**2004-2005**

**END OF PROJECT - FINAL REPORT**

Name of Recipient: \_\_\_\_\_

Project Title: \_\_\_\_\_  
\_\_\_\_\_

CCA Project File Number: 4030-

Completion Date of the Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Email)

**1. Project Description**

Provide a short narrative of the activities undertaken with the project and explain what were the gains for you, the members of your professional association, or your archival community.

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 |
|--|-------|-----------------|---|--------|----------|
|  |       |                 |   |        |          |
| <b>TOTALS:</b>                                 |       |                 |   |        |          |

CCA Funds Received: \$ \_\_\_\_\_

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

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Name of Senior Officer (please print)

Title

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Signature

Date

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CCA Signatory

Date