



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

**PROFESSIONAL DEVELOPMENT AND TRAINING PROGRAMME  
2004-2005**

**END OF PROJECT - FINAL REPORT**

Name of Recipient:

---

Project Title:

---

---

CCA Project File Number:

4034-

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.

**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
Salary (staff or contract)					
Fees or honoraria for workshop organiser, speaker or instructor					
Travel for organiser, speaker or instructor (incl. Accom. And meals)					
Travel for participant (incl. Acco., And meals)					
Registration					
Communication					
Rentals (incl. space and equipment)					
Supporting documentation and training material					
Other					
<b>TOTALS:</b>					

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