

For Office Use Only
Date/Time Received: _____
File Number: _____

Please place a check for each item in the list if the document is enclosed. Please enclose a copy of this completed checklist with your submission.

No.	Item/Description	✓	Office Only
1	A complete final report form, including a breakout of final eligible Albertan labour expenses.		
2	If the project is a commissioned or fee-for-service project, a completion form signed by both an authorized representative of the project commissioning entity (if applicable) and the grant recipient confirming all obligations per the project contract have been met and confirming the final invoiced total.		
3	If the project is a stand-alone, non-commissioned digital animation project, a copy of the work produced and a project completion form signed by the grant recipient, confirming the final project costs.		
4	Such other documentation that the AMF advised that Applicant may be required in the circumstances of the application.		

For the purpose of assessing the viability and impact of the program, grant recipients are also asked to submit to the AMF organization financial statements, including balance sheet, statement of revenues and expenditures (audited or approved by a Senior Officer of the organization) for each of the two fiscal years following receipt of the grant.