

## Domestic Industry Initiatives Final Reporting Details 2025/26

All applicants to the 2025/26 Domestic Industry Initiatives (DII) program are encouraged to review this guide in preparation for final reporting, should their project receive funding.

If you are approved for support, a Final Report is required at the end of your project. This report helps Creative BC assess outcomes, impacts, and learnings that support the development of B.C.'s creative sectors.

The final report is submitted through an **online form** and is made up of six sections:

1. Project Results and Outcomes
2. Final Budget and Cost Report
3. Employment and Labour
4. Industry Impacts
5. Participation, Training & Diversity
6. Uploads

Below is an overview of what each section includes, to help you plan ahead.

### 1. Project Results and Outcomes

This section asks you to reflect on the delivery and impact of your project.  
**(Word limit: 200 words per question)**

Questions include:

- Did the project go ahead as expected? If not, what changed?
- Did it achieve its intended goals? Any unexpected results?
- What challenges or barriers did you face?
- What did you learn? What would you do differently next time?
- How will this project inform your future work?

**Optional:** You may upload a final report deck (e.g., summary slides, photos, quotes).

### 2. Final Budget & Cost Report

You'll be asked to submit a final budget showing actual expenditures alongside the projected budget from your original application.

Additional questions include:

- Total public and private contributions to your project
- Project revenues and B.C.-based spending
- Any significant budget changes and why they occurred (*200 words max*)

### 3. Employment and Labour

Report on the paid work supported by your project. Do not include volunteer contributions.

Questions include:

- Total paid hours for all roles

- Total labour costs (including B.C.-based work)
- Number of people employed (full-time, part-time, contract)
- Third-party vendors hired
- Job creation in B.C. specifically

#### 4. **Industry Impacts**

Describe how your project contributed to B.C.'s creative industries.

You may be asked to comment on:

- Any new cultural products, services, or intellectual property developed
- Contributions to the sustainability and/or capacity of your sector
- Innovation, risk-taking, or experimentation involved

#### 5. **Participation, Training and Diversity**

If your project included public-facing, educational, or equity-focused components, you'll be asked to describe them here.

Topics include:

- Number of attendees, presenters, and sessions
- Type of professional development or training offered
- Equity, diversity, or language inclusion  
(*This section is optional if not applicable to your project.*)

#### 6. **Uploads:**

Please prepare the following documents for upload:

##### **Required:**

- Marketing and outreach materials (e.g., posters, event schedules, media coverage)
- 1–2 social media screenshots showing acknowledgment of @creativebcs

##### **If applicable:**

- Organization's annual report
- Final research or training materials
- Delegate or participant survey results
- Other documentation that supports your outcomes

### **Questions?**

For support with final reporting or to confirm requirements, contact:

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