



Civic Partner 2021 Annual Report (sample template)

STRUCTURE

1. Vision, Mission and Mandate:

2021 RESULTS

- 2. What key results did your organization achieve in 2021 that contributed to one or more of the [One Calgary Citizen Priorities](#), or contributed to Council-approved strategies such as *Calgary in the New Economy: An economic strategy for Calgary*, *Calgary Heritage Strategy*, *Cultural Plan for Calgary*, *Corporate Affordable Housing Strategy*, or other strategy.**
- 3. Using the chart below, please report your 2021 performance measures that demonstrate: how much you did, how well you did it, and how Calgarians are better off. *Please identify through BOLD font, 1-2 measures that are most significant and could be presented in a chart.***

	Performance Measure Name	2019 results	2020 results	2021 results	What story does this measure tell about your work?
How much did you do?					
How well did you do it?					
How are Calgarians better off?					

- 4. Briefly describe the any key impacts of COVID-19 on your operations in 2021.**
- 5. Briefly describe any quality improvement changes or operational efficiencies your organization was able to achieve in 2021.**
- 6. Did your organization implement any strategies or approaches in 2021 that supported racial equity in the delivery of programs or services?**
- 7. Did your organization implement any further changes to strategies, programs or services in 2021 to address equity, diversity or inclusion?**
- 8. Briefly describe how your organization worked in partnership with other community, private or public organizations to achieve shared results for Calgary and Calgarians in 2021.**

RESOURCES

9. Please estimate how The City's operating funding was allocated in 2021. Mark all areas that apply by approximate percentage. For example, 45% allocated to staffing costs, 10% to evaluation or research, etc.

%	Advertising and promotion
%	Programs or services
%	Office supplies and expenses
%	Professional and consulting fees
%	Staff compensation, development and training
%	Fund development
%	Purchased supplies and assets
%	Facility maintenance
%	Evaluation or Research
%	Other, please name:

10. Did volunteers support your operations in 2021? If yes:

How many volunteers?	
Estimated total hours provided by volunteers:	

11. What resources or funding sources did your organization leverage to support operations in 2021?

12. Did your organization receive any awards or recognition in 2021 that you want to highlight?

13. **CAPITAL AND ASSET MANAGEMENT (for Civic Partners managing City-owned assets)**

Asset:

a) Provide a summary of your organization's 2021 capital work, including specific lifecycle/maintenance projects or capital projects.

b) What funding did your organization leverage to support capital activities in 2021?