



Please complete, sign, and return via this form and any printed documents, photos, etc., within 30 days of your project's completion.

Type of Grant

Programming/Operations  Innovation

Project Name

Organization

Part One: How the grant has been spent:

Give a breakdown of the items or activities funded by the grant, using the same budget headlinings you provided in the application. (How much will your project cost?)

| A. Item or activity                   | B. Actual cost of item or activity for the project | C. Amount of grant spent on item/activity | In column B, put the total amount you spent on each item or activity.<br><br>In column C, put how much was paid for from your grant.<br><br>If your grant funded your entire project, then the figures in B and C will be the same.<br><br>The figures you put in should be the actual amounts. These may be different from estimated in your application form. |
|---------------------------------------|--|---|---|
| Administrative /Payroll               |  |   |   |
| Payroll taxes and benefits            |  |   |   |
| Contractors                           |  |   |   |
| Other personnel expenses              |  |   |   |
| Payments to artists                   |  |   |   |
| Payroll taxes and benefits to artists |  |   |   |
| Advertising and marketing             |  |   |   |
| Contractor services                   |  |   |   |
| Programming and production expenses   |  |   |   |
| Supplies and materials                |  |   |   |
| Rental and/or lease costs             |  |   |   |
| Other (not classified above)          |  |   |   |
| <b>Total amount spent</b>             | \$   | \$  |   |

Part 2: What the grant achieved:

Describe your project in detail. Include, at minimum, how you used grant funds, how the people involved were impacted, where your project took place and how the community benefited.

How many people directly benefited from the grant? (estimate)

Part 3: Declaration:

This declaration must be signed by the director or board chair. If they have changed since your application, please indicate in your cover letter.

I confirm that the details in this form are correct and that we will keep all financial records and accounts, including receipts for items purchased with the award, for at least two years from payment of the grant. (We understand that this does not release us from our statutory obligations to keep records for longer periods. )

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Title                | First name           | Last name            |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Position in Organization

Telephone Number

|                      |                      |
|----------------------|----------------------|
| Signature            | Date                 |
| <input type="text"/> | <input type="text"/> |

|                            |                      |                           |                      |
|----------------------------|----------------------|---------------------------|----------------------|
| <b>For office use only</b> |                      |                           |                      |
| Report due date            | <input type="text"/> | Expenditure checked       | <input type="text"/> |
| Report received date       | <input type="text"/> | Grant closure letter sent | <input type="text"/> |
| Report reviewed (date)     | <input type="text"/> |                           |                      |