



# Community Arts Grant

## Final Report

Your organization's agreement with the Genesee Valley Council on the Arts terminates December 31 of the funding year for which your project was approved. This final report is due to the Genesee Valley Council on the Arts office within 30 days of the completion of your project but no later than January 31 of the following calendar year. Receipts and promotional material must be submitted with this document.

REMEMBER THAT ELIGIBILITY FOR FUNDING IN FUTURE YEARS DEPENDS ON SATISFACTORY COMPLETION OF THIS YEAR'S AGREEMENT, INCLUDING THIS FINAL REPORT.

**Options to complete final report:** 1) print and type report; 2) word process the report providing all requested information; or 3) save this document as a Word file, insert requested information, and print. Mail this completed report to: Program Coordinator, Genesee Valley Council on the Arts, 4 Murray Hill Drive, Mount Morris, NY 14510. Keep a copy of all materials submitted for your files.

Name of organization:
Report prepared by:
Address:
Telephone:
Date of report:

### PROGRAM INFORMATION (Use separate sheets if more space is required.)

1. **Services performed.** Describe the services performed as outlined in paragraph 1 of the Cultural Services Agreement. Include beginning and ending dates and the extent to which project goals were reached.

2. **Attendance.** How many people attended your event? (Attach a schedule of attendance for each program, where applicable.)

3. **Artist Involvement.** How many artists participated?

4. **Publicity.** Please describe the methods used to publicize your funded program. Include copies of press releases, flyers, programs and any other promotional materials.

5. **Organizational Impact.** Have you observed any changes in your organization's structure, volunteer support, fundraising capability or ability to achieve artistic goals as a result of your Community Arts grant? Please describe.

6. **Community Impact.** How has the program met community needs?

7. **Community Support.** Please describe the community support you received. (i.e., volunteers, direct financial support, program advertising, use of equipment or space, copying, etc.)

8. **Suggestions.** How would you improve the Community Arts Grant program?

**PROJECT FINANCIAL INFORMATION**

Indicate on the attached form total expenses and income for the project supported by the Community Arts Grant program.

**CERTIFICATION**

**I hereby certify that** (insert name of organization)

**has performed the services and/or activities as stated in the Cultural Services Agreement with Genesee Valley Council on the Arts and has done so in the time period described in the contract.**

Signature: \_\_\_\_\_  
Chief Executive Officer

Date:

# Project Budget

Round all figures to the nearest dollar. Report only the Project Budget for which you received funds.

Use TAB key to enter data.

EXPENSES		IN-KIND	INCOME *	
<b>Personnel</b>	\$	\$	<b>Earned income</b>	\$
Administrative			Admissions	
Technical/Production			Subscriptions	
Artistic (please be specific)			Advertising in programs	
			Concessions/Sales/Rentals	
			Tuition (class and workshop fees)	
			Gross from fundraising	
<b>Non-Personnel Expenses</b>			Other	
Outside professional services				
Space rental				
Travel/Transportation			<b>Unearned Income</b>	
Advertising/promotion			Corporation	
			Foundation grants	
			Membership/Individual Contributions	
			Government	
<b>Remaining Operating Expenses</b>			Other	
Supplies and materials				
Equipment rental				
Other (please list)				
<b>TOTAL EXPENSES</b>			<b>TOTAL INCOME</b>	

Total Project Expenses	
Minus ... Total Project Income	-
<b>Equals ... Total received from GVCA</b>	

\*10% of Total Income must come from other sources.