



2009 Arts and Culture Grants Final Project Report Form

Every grant recipient must complete a final report within 30 days after the grant project has taken place. If you have any questions regarding the final report, please contact Maureen McGuigan, Deputy Director of Arts and Culture at 570-963-6590 x102 or mcguiganm@lackawannacounty.org.

Please submit a final narrative of no more than three pages on your personal or organizational letterhead that answers the following questions:

- Name of organization or individual receiving grant.
- Address, telephone number, e-mail address, website if applicable.
- Award Amount.
- Project start and end date.
- How the grant money was spent.
- Total attendance at event.
- Who the event was geared toward.
- If possible, the composition of the audience in terms of sex, ethnicity, and geography (were they from the community or outside?)
- Who the community partner(s) were and what was gained by the partnership.
- Were there any changes in the grant execution from the original proposal?
- How you believe this project connected to the audience and the community.
- Any unexpected challenges.
- If you would like, please feel free to share any highlights or anecdotes that you found particularly meaningful.

Final Budget Report

(Indicate income and expenses associated ONLY with this project)

Second year applicants must show a 25% cash match of the amount requested

INCOME: Use the space to the right of each line item to provide and explanation of the line (if necessary) You may also complete the budget section on separate sheet of paper or excel sheet if you prefer.

\$_____ Lackawanna County Arts and Culture Grant

\$_____ Corporate Support

\$_____ Foundation or Grant Support

\$_____ Government Support

\$_____ Individual Support

\$_____ Admissions

\$_____ Concessions or Merchandise

\$_____ Other (please explain)

\$_____ **Total Income**

EXPENSES: Use the space to the right of each line item to provide and explanation of the line (if necessary)

\$_____ Artist Fees

\$_____ Administrative Fees

\$_____ Technical

\$_____ Space Rental

\$_____ Travel

\$_____ Advertising/Marketing

\$_____ Other (please specify)

\$_____ **Total Expenses**

IN-KIND CONTRIBUTIONS (do not include your computation for expense and income)

Services:

Goods/Materials:

Space Rental:

Please also submit with your narrative and budget:

- 1 copy of Promotional information, i.e., flyers, brochures, press releases, etc. pertaining to the funded project
- If promotional materials are not available you **MUST** attach copies of receipts as proof of purchase toward project expenses.
- Any other documents, samples or photos you would like to include.

Final Report prepared by: _____

Title: _____

I, _____, hereby certify that: (1) the above information is correct; (2) the funds were used only for the purpose described above; and (3) the municipality complied in all respects with the program requirements for this grant and acknowledges that the failure to have done so may necessitate the repayment of all grant funds.

Signature

Title

Organization

Date