

To: Operating Grant Recipients in Final Year of Two-Year Funding Cycle

Re: Final report

Enclosed is your Final Report form for your Operating grant.

The final report is due June 30 in the final year of your two year funding cycle by 4:00 p.m.

Instructions for completing the SWAC Final Report - Operating Grant form

- The deadline for submitting the final report is June 30.
 - One copy of the final report (pages 2-3) with an original signature *and*
 - a copy of your latest operating financial statement.
- A satisfactory final report must be filed before any grants awarded for released to your organization.
- FY estimates column: The numbers in this column should match the updated FY estimates filed in your organizations FY Interim Report.
- Actual FY: The numbers in this column should reflect the entirety of your fiscal activity for FY.
 - Please note: Your grant request was made on the basis of your estimated income and expenses. What we are asking for now is your actual income and expenses for the past year. Rarely will the actual total income figure be identical to the total expense figure!
- For questions regarding the final report, or for a copy of past applications or reports from your organization, contact SWAC at 410-543-2787 or arts4shore@yahoo.com

FY GRANT FINAL REPORT

DUE NO LATER THAN JUNE 30 in the year of your two year funding cycle

GRANT #: _____ AMOUNT OF GRANT: _____

NAME OF ORGANIZATION: _____

Since the award of your Community Arts Development grant, have your administrative, operation, and/or arts activities changed substantially?

_____ Yes _____ No

If you answered Yes, please identify these changes and provide a revised grant narrative in the space below or you may attach one (1) page.

Please provide a brief progress report on your activities since the grant award date.

	FY Estimates	Actual FY	Line Item descriptions (optional)
Cash Expenditures			
Artistic Fees			
Technical Fees			
Administrative Fees			
Facility Costs			
Fund-Raising Costs			
Promotion			
Merchandise Costs			
Printing			
Insurance			
Supplies/Materials			
Miscellaneous			
Other Expenses:			
Total Expenditures:			
SWAC Grant			
Admissions Income			
Membership Income			
Advertising Sales			
Fund-Raising Projects			
Contributions			
Merchandise Sales			
Interest Income			
Other Grants:			
Other Income Sources:			
Total Income:			

IN-KIND CONTRIBUTIONS:

In-kind contributions are services which ordinarily would be paid for by your organization but which are being voluntarily contributed to help carry out your activities. These can include use of equipment, supplies, materials, the donation of facilities or rent, as well as volunteer services provided by individuals.

The test for in-kind contributions is this: if the service was not being donated or the item contributed, would your organization pay for that service or item? If the answer is yes, then it is a valid in-kind contribution that you may claim.

PROJECT IN-KIND CONTRIBUTIONS VALUE: \$ _____

I hereby certify that the information and financial figures in this Final Report Form are true and accurate and represent the actual income and expenses from the organization for which the grant was made.

Signed: _____ Date: _____

Grant Authorizing Official (who signed the Grant Agreement Contract)