

PROJECT GRANT FINAL REPORT
DUE NO LATER THAN JUNE 30!

GRANT #: _____

NAME OF ORGANIZATION: _____

DATE OF GRANT APPROVAL: _____ AMOUNT OF GRANT:

PROJECT DESCRIPTION: What was your project activity, when and where was it held, was it an annual event or a one-time special project, was it done solely by your organization or in conjunction with other organizations? Please answer these questions and describe your event in such a way that someone who missed it knows exactly what was missed.

(If you need more space please feel free to add a second page.)

PROJECT IMPACT: How many people attended, viewed or otherwise benefited from your project? _____ How many artists participated in your project? _____

PROJECT EVALUATION: Please indicate **how** you evaluated your work, what aspects went well or better than expected, and what aspects failed to meet your expectations. What went well? Do you know why? What wasn't successful? Do you know why? Based on this year's project, what will you do differently next year? What will you repeat status quo?

(If you need more space please feel free to add a second page.)

FUTURE PLANNING: Please detail what you will change for the next project, any areas you intend to improve or focus more attention on, or, if you won't continue the project, reasons why not.

(If you need more space please feel free to add a second page.)

PROJECT BUDGETARY INFORMATION: Please note that 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 on the project. VERY RARELY will the ACTUAL total income figure be identical to the total expense figure!

Cash Income		Cash Expenditures	
SWAC GRANT AWARD			
Admissions Income		Artistic Fees	
Membership Income		Technical Fees	
Merchandise Sales		Administrative Fees	
Advertising Sales		Facility Costs	
Fund-Raising Projects		Utilities	
Private Contributions		Promotion	
Corporate Contributions		Postage	
Interest Income		Printing	
Government Grants:		Insurance	
MSAC Project Grants**		Fund-Raising Costs	
Fund-Raising Costs		Merchandise Costs	
		Supplies/Materials	
		Equipment	
		Travel	
Other Income Sources:		Professional Dues	
		Miscellaneous	
		Other Expenses:	
TOTAL CASH INCOME:		TOTAL CASH EXPENSES:	

** Maryland State Arts Council Project Grants awarded directly, not through SWAC.

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 on the project for which the grant was made.

Signed: _____ Date: _____
 GRANT AUTHORIZING OFFICIAL (who signed the Grant Agreement Contract)