

Instructions for completing the SWAC FY Interim Report

- The deadline for submitting the FY interim report is May 15. A satisfactory interim report must be filed before the FY grant money is released to your organization.
 - One copy of the interim report (pages 2-3) with an original signature *and*
 - a copy of your organization's latest operating financial statement.
- The budget summary on page two (2) is similar to Maryland State Arts Council format.
- In-kind services are not allowed as part of your budget.
- Next year's anticipated total income **must** equal the anticipated total expenditures.
- Do not create new budget categories. The interim report must conform to the one provided by SWAC.
- Original FY 2009 Application Estimates column: The numbers in this column should be from the Estimated column of your organization's FY operating grant application.
- Actual: The numbers in this column should reflect the entirety of your organization's 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!
- Estimated: The numbers in this column might be the same as the Estimated 2008 column in your organizations operating grant application. If your estimates have been revised, show those changes in this column.
- For questions regarding the interim report, contact SWAC at 410-543-2787 or arts4shore@yahoo.com.

FY GRANT INTERIM REPORT
DUE NO LATER THAN MAY 15

GRANT #: _____ AMOUNT OF GRANT: _____

NAME OF ORGANIZATION: _____

Since the award of your FY Community Arts Development grant, has your organization's 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 organization's activities since the grant award date

Continued

Cash Expenditures	Previous FY Application Estimates	Current FY	Current FY	Line Item descriptions (optional)
Artistic Fees				
Technical Fees				
Administrative Fees				
Facility Costs				
Fund-Raising Costs				
Promotion				
Merchandise Costs				
Printing				
Insurance				
Supplies/Materials				
Miscellaneous				
Other Expenses:				
Total Expenditures:				

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:

\$ _____

Cash Income				
SWAC Grant				
Admissions Income				
Membership Income				
Advertising Sales				
Fund-Raising Projects				
Contributions				
Merchandise Sales				
Interest Income				
Other Grants:				
Other Income Sources:				
Total Income:				

I hereby certify that the information and financial figures in this Interim 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)

RKE 6/05;MER 11/07