

CHARLES COUNTY ARTS ALLIANCE

FINAL REPORT FORM

FOR FY 2018 Community Arts Development Grants

___ FY 2018 General Operating (GO) Grant **Due: July 20, 2018, Noon**

___ FY 2018 Special Project (SP) Grant **Due: 21 days after the completion of the Project**

Your hard copy report must be received in the mail by the date due (not the postmark date), or your organization will be in violation of your Grant Agreement with the CCAA. Mail to CCAA, PO Box 697, White Plains, MD 20695.

Please complete all items below and return this completed form to the CCAA at the above address by the specified deadline:

1. Name of Organization	
2. Grant Amount Received	\$
3. Description of activities or special projects that were funded by your CCAA Grant Money:	
4. Did your organization achieve the objectives set forth in the original CCAA grant application?	
5. Please describe the challenges your organization faced in carrying out your activities or project.	
6. Please describe the successes your organization faced in carrying out your activities or project.	
7. Approximately how many individuals benefited from your activities or special project being supported with CCAA grant money? Please be specific.	
a. Performers:	b. Participants (Stage Crew, Publicity, Etc.):
c. Audience (Adults)	d. Audience (Students)
8. What are the short and long-term effects of receiving CCAA grant support for your arts organization or special project? Please be specific.	
Please complete expenses and revenues on next page.	

8. Please provide a financial account of your **actual** expenses and revenues for your organization’s project for fiscal year (7/01/17 - 6/30/18) activities. Please provide a separate detailed budget if a further breakdown is needed to clarify exactly how your funding was spent. Complete the following page:

<u>CASH EXPENSES</u>	<u>7/01/17 – 6/30/18</u>	<u>CASH INCOME</u>	<u>7/01/17 – 6/30/18</u>
<i>Personnel Salaries & Fees:</i>		<i>Earned Income:</i>	
Personnel - Administrative		Individual admissions/tickets	
Personnel - Artistic		Memberships/subscriptions	
Personnel – Educational		Tuition	
Personnel - Technical		Proceeds from fundraising	
		Interest income	
<i>Administration & Operations:</i>		Contracted services	
Rent		Facility rental	
Utilities		Advertising sales	
Office supplies		Proceeds from goods sold	
Office equipment rental			
Office printing/copying		<i>Contributed Support:</i>	
Postal expenses		Individual donations	
Security		Corporate	
Travel		Foundation	
Insurance		Other (list)	
Legal/accounting			
Dues/association memberships			
<i>Programming:</i>		<i>Public:</i>	
Production expenses		National Endowment for the Arts	
Educational expenses		Other Federal Agencies	
Facility/equipment rental		Maryland State Arts Council	
Printing		County or City	
Scholarships/awards		Charles County Arts Alliance	
Copyright/licensing fees			
Travel		TOTAL INCOME	
<i>Fundraising/Marketing/Retail:</i>			
Paid advertising			
Direct mailing			
Fundraising events			
Cost of goods purchased for sale			
TOTAL EXPENSES			

Attachments: With this report, please supply copies of publicity materials, programs, and published news articles used to promote arts events and activities that took place with CCAA grant support. Please highlight where credit was given to the Charles County Arts Alliance in your promotional materials.

We certify that all information contained in this Final Report Form is true and accurate.

Signature of Person Completing Final Report	
Typed Name:	
Title:	
Date:	
Email:	
Phone: (H)	(C)
Signature of President	
Typed Name:	
Title:	
Date:	
Email:	
Phone: (H)	(C)
Signature of Treasurer	
Typed Name:	
Title:	
Date:	
Email:	
Phone: (H)	(C)

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