



2015 CULTURAL ARTS COMMISSION  
**ELGIN** FINAL GRANT REPORT  
 Cultural Arts Commission FOR ORGANIZATIONS

**CONTACT**

AMANDA HARRIS  
 PHONE 847-931-6019 FAX 847-931-5940

EMAIL: [harris\\_a@cityofelgin.org](mailto:harris_a@cityofelgin.org)  
 150 DEXTER CT., ELGIN, IL 60120

**ELIGIBILITY**

*This report is due 60 days after the close of the project. If the project takes place in December, **the Final Report is due no later than January 15 of the following year.** Failure to submit this report on a timely basis will jeopardize consideration of future grant applications. **Please include copies of receipts, canceled checks, etc to support your expenses.** Grantees are asked to attend a CAC meeting to present this final report. When making the final presentation, please keep it to 5 minutes maximum. This report is due no less than ONE WEEK before the CAC meeting that you will be attending.*

**SECTION I – GRANTEES INFORMATION**

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

Organization (Official IRS Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

World Wide Web Address: \_\_\_\_\_

**SECTION II – INCOME AND EXPENDITURES**

EXPENSES	BUDGETED	ACTUAL
<b>Personnel</b>		
Administrative		
Artistic		
Technical/Production		
<b>Outside Professional Services</b>		
Artistic		
Technical/Production		
<b>Space Rental</b>		
<b>Travel/Transportation</b>		
<b>Marketing/Promotion</b>		
Other Expenses		
Materials/Supplies		
Equipment Rental		
Insurance and Royalties		
Other		
<b>TOTAL EXPENSES</b>		

INCOME	BUDGETED	ACTUAL
<b>Earned Income</b>		
Admissions		
Concessions/Publications		
Fees		
Other		
<b>Contributed Income</b>		
Corporate/Business		
Grants		
Foundations		
Individuals		
<b>Other Revenue (specify)</b>		
<i>TOTAL INCOME</i>		
<b>PROFIT/LOSS</b>		

SECTION III – PROGRAM ATTENDANCE

Location and date(s) of performances, presentations, exhibits, (days), etc. or number of workshops, classes, seminars, etc. \_\_\_\_\_

\_\_\_\_\_

Estimated attendance for all performances, exhibits, workshops, classes, seminars, etc. Please indicate how attendance was determined. \_\_\_\_\_

\_\_\_\_\_

Paid Admission: \_\_\_\_\_ Complimentary Admission: \_\_\_\_\_

Ticket Prices: Adults: \_\_\_\_\_ Students: \_\_\_\_\_ Seniors: \_\_\_\_\_

Seating Capacity of Space Used: \_\_\_\_\_

Estimate of special audiences in percents (%). \_\_\_\_\_ Minority \_\_\_\_\_

Physically Challenged: \_\_\_\_\_ Senior Citizens: \_\_\_\_\_

Number of persons directly involved in the project: \_\_\_\_\_

Number of artists directly involved in the project: \_\_\_\_\_

Did this project encourage new works or innovative projects?  Yes  No

Did this project introduce the arts to new audiences?  Yes  No

Did this project serve the needs of the older generation, youth, the handicapped, minorities and/or other special communities?

If "YES" explain how.  Yes  No \_\_\_\_\_

\_\_\_\_\_

SECTION IV – PROJECT SUMMARY

Briefly summarize the project as originally submitted to the Elgin Cultural Arts Commission.

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Describe the project as it actually occurred, specifically noting any deviations from your original plan. Attach to this form a copy of programs, publicity, newspaper articles, etc. Point out where credit is given to the Elgin Cultural Arts Commission, as required by the grant contract:

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Indicate problems you encountered and what you did to overcome them:

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Signature of Program Director

\_\_\_\_\_  
Date

THE FOLLOWING TWO QUESTIONS ARE PART OF A DATA COLLECTION PROJECT THAT DOCUMENTS NATIONAL TRENDS OF GRANTS IN THE ARTS. COMPLIANCE IS REQUIRED BY THE NATIONAL ENDOWMENT FOR THE ARTS.

**NEA1.** Using the characteristics listed below, please indicate the predominant racial characteristics of your organization. If at least 50 percent of your organization's staff, board of directors or membership belongs to one of the listed categories, then check that category. If none of these apply, check "99".

- A 50 percent or more Asian
- B 50 percent or more Black/African American
- H 50 percent or more Hispanic/Latino
- N 50 percent or more American Indian/Alaska Native
- P 50 percent or more Native Hawaiian/Pacific Islander
- W 50 percent or more White
- 99 No single group listed above represents 50 percent or more of staff or board membership

**NEA2.** If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population, check that group's code from the list below. If the grant or activity is not designated to represent or reach any one particular group, check Box 99.

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group