



2016 CULTURAL ARTS COMMISSION
FINAL GRANT REPORT
FOR ORGANIZATIONS

Cultural Arts Commission

CONTACT

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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 |
|--------------------------------------|----------|--------|
| Personnel | | |
| Administrative | | |
| Artistic | | |
| Technical/Production | | |
| Outside Professional Services | | |
| Artistic | | |
| Technical/Production | | |
| Space Rental | | |
| Travel/Transportation | | |
| Marketing/Promotion | | |
| Other Expenses | | |
| Materials/Supplies | | |
| Equipment Rental | | |
| Insurance and Royalties | | |

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

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.

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:

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

Signature of Program Director

Date

NATIONAL ENDOWMENT FOR THE ARTS REQUIREMENTS

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