This report is to be completed by the Artist that has received an Individual Artist Grant from the Elgin Cultural Arts Commission, due no more than 60 days after the close of the ECAC-funded project. Final reports are due on the first Monday of the month. There is no in-person presentation required.
GUIDELINES AND INSTRUCTIONS:

- Artists must complete this final report no more than 60 days following the completion of the ECAC-funded project.

- If the project takes places in December, the final report is due no later than January 15 of the following year.

- Failure to submit the final report in a timely manner will jeopardize your organization’s consideration for future grants.

- Include all promotional materials used in conjunction with the project, showing where the ECAC’s logo was used.

- Include copies of receipts, canceled checks, etc to support your expenses in Section 3.

- The final report must be submitted on the first Monday of the month. There is no in-person presentation required.

CONTACT INFORMATION:

Phone: 847-931-6019  
E-mail: Harris_A@cityofelgin.org  
URL: www.cityofelgin.org/publicart  
Address: 150 Dexter Ct, Elgin, IL, 60120
SECTION 1- GRANTEE INFORMATION

Artist: ________________________________________________________________

Title of Project: ________________________________________________________

Total Grant Amount Awarded: ____________________________________________

Address: ______________________________________________________________

Telephone: _____________________________________________________________

Email Address: _________________________________________________________

Artist/Event Website: _________________________________________________
SECTION 2: PROJECT SPECIFICS

Location and date(s) of performances, presentations, exhibits, classes, seminars, etc:
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Estimated attendance for each event and overall attendance:
_______________________________________________________________________________________________

Paid admission: __________________________ Complimentary Admission: __________________________

Ticket Prices: Adult: _______________ Students: _______________ Seniors: _______________

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, handicapped, minorities, and/or other special communities? If “yes” explain how. YES NO
_______________________________________________________________________________________________
_______________________________________________________________________________________________

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.

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Indicate problems that you encountered and what you did to overcome them.

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Signature of Authorizing Official

_________________________________________       ______________

Date

Title

_________________________________________       ______________

Date
SECTION 3: INCOME AND EXPENDITURES

Complete the attached spreadsheet to reflect your project’s income and expenditures. Attach copies of receipts, canceled checks, etc to support your expenses. If any of the categories do not apply to your project, simply ignore that line item.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td></td>
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<tr>
<td>Artistic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical/Production</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Professional Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Rental</td>
<td></td>
<td></td>
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<tr>
<td>Travel/Transportation</td>
<td></td>
<td></td>
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<tr>
<td>Marketing/Promotion</td>
<td></td>
<td></td>
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<tr>
<td>Materials/Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance and Royalties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| INCOME                          |          |        |
| Admissions                      |          |        |
| Concessions/Publications        |          |        |
| Fees                            |          |        |
| Corporate/Business              |          |        |
| Grants                          |          |        |
| Foundations                     |          |        |
| Individuals                     |          |        |
| Other Income                    |          |        |
| **Total Income**                |          |        |