



ELGIN CULTURAL ARTS COMMISSION

ORGANIZATIONAL GRANT FINAL REPORT

This report is to be completed by the Organizations that have received an Organizational Grant from the Elgin Cultural Arts Commission, due no more than 60 days after the close of the ECAC-funded project. Grantees are required to attend an ECAC meeting to present their final report; the final report documentation is due on the first Monday of the month at which the presentation is to take place.

GUIDELINES AND INSTRUCTIONS:

- Organizations 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 at which the organization's representative plans to attend the ECAC's meeting to present the report. The meetings are held on the second Monday of the month at City Hall.

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

Organization: _____

Title of Project: _____

Total Grant Amount Awarded: _____

Address: _____

Telephone: _____

Email Address: _____

Organization 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.

EXPENSES	BUDGETED	ACTUAL
Administrative		
Artistic		
Technical/Production		
Outside Professional Services		
Space Rental		
Travel/Transportation		
Marketing/Promotion		
Materials/Supplies		
Equipment Rental		
Insurance and Royalties		
Other Expenses		
<i>Total Expenses</i>		
INCOME		
Admissions		
Concessions/Publications		
Fees		
Corporate/Business		
Grants		
Foundations		
Individuals		
Other Income		
<i>Total Income</i>		