

METROPOLITAN ARTS COUNCIL

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Project Final Report Form for **SCHOOLS**

APPLICANT and PROJECT Information: *Complete all or Final Report will be considered incomplete.*

School name:	Grant number: <i>Required, see Contract. (Will delay payment by weeks if not provided.)</i>
Contact person:	Award Amount: \$
Address:	Funds Received To Date: \$
City/state/zip:	Final Request: \$
Email + phone:	Project title:
Number of performances, exhibitions, lectures, etc.:	Project dates:
Total number attending:	Location of project:

Constituency Breakdown of those attending by Percentage:

Caucasian
 African
 Hispanic
 American
 Asian
 Male
 Female
 Special Needs
 American
 Indian

Use National Standard Codes (see back) to determine the following:

Activity Type: _____ | Project Discipline: _____

NARRATIVE: *Complete in space provided or provide an attached sheet.*

Briefly describe how this project met your objectives. Be sure to mention any challenges that arose during the project implementation.

Briefly explain how this project impacted the classroom or grade-level program.

How did you evaluate your project?
What was the most positive outcome of your project?

ATTACH the following:

- The final budget supported by copies of receipts, invoices and other information that supported your project's expenditures. (See next page.)
- Publicity samples, programs, brochures, postcards, photographs, testimonials, etc. related to this project.
- Evidence that MAC is acknowledged for its support.

Failure to submit these documents may result in the delay or eventual cancellation of this grant. If you have any questions about these requirements, please contact the MAC office.

SIGNATURE:

I, _____ (grantee) certify that all information contained in this report is factual. As such, I am requesting the final payment of my award in the amount of \$_____.

Authorized Signature (Name & Title)

Date

BUDGET (Proposed and Actual)

On a separate sheet(s) of paper, include the original budget along with the actual final budget report, and attach supporting receipts for each line item *(please group and organize by category)*.

Project Expenses – Project Income = Amount of MAC grant requested

(actual, detailed) *(actual, detailed)*

Project expenses: include all expenses related to your project such as artist fees, supplies and materials, equipment/rental space, marketing, ads and/or anything else that was necessary to ensure that the project was successfully completed. Refer to the budget you submitted with your grant application.

Project income: include all monies allotted to the project, such as other grant, business or individual support monies, ticket sales, CD/book sales, applicant cash (credit card), etc.

NATIONAL STANDARDS CODES

(Use codes to determine Activity Type + Project Discipline, front page)

ACTIVITY TYPE:					
01 Acquisition	08 Fair/Festival	15 Professional Support – Artistic	22 Seminar/Conference	29 Professional Development/Training	
02 Audience Services	09 Identification/Documentation	16 Recording/Filming/Taping	23 Equipment Purchase	30 Student Assessment	
03 Award/Fellowship	10 Institution/Organization Establishment	17 Publication	24 Distribution of Art Challenge	31 Curriculum Development/Implementation	
04 Creation of a work of art	11 Institution/Organization Support	18 Repair-Restoration-Conservation	25 Apprenticeship-Internship	32 Stabilization – Endowment	
05 Concert/Performance/Reading	12 Arts Instruction	19 Research/Planning	26 Regranting	33 Building Public Awareness	
06 Exhibition	13 Marketing	20 School Residency	27 Translation	34 Technical Assistance	
07 Facility Construction/Renovation	14 Professional Support/Administrative	21 Other Residency	28 Writing About Art	99 None of the Above	
DISCIPLINE:					
01 DANCE:	02 MUSIC	03 OPERA/MUSICAL THEATRE	04 THEATRE	05 VISUAL ARTS	
01A Ballet	02A Band Music	03A Opera	04A Theatre-General	05A Experimental	
01B Ethnic/Jazz	02B Chamber Music	03B Musical Theatre	04B Mime	05B Graphics	
01C Modern Dance	02C Choral Music		04D Puppet Theatre	05D Painting	
01F Choreography	02D New Music		04E Theatre for Young Audiences	05F Sculpture	
01G Tap	02E Ethnic Music		04F Magic		
	02F Jazz Music		04G Ethnic Traditions		
	02G Popular Music				
	02H Solo/Recital				
	02I Orchestral Music				
	02K Religious Music				
	02M Blues				
	02N Classical				
	02O Composer/Songwriter				
06 DESIGN ARTS:	07 CRAFTS:	08 PHOTOGRAPHY	09 MEDIA ARTS:	10: LITERATURE:	11 INTERDISCIPLINARY
06A Architecture	07A Clay		09A Film	10A Fiction	12 FOLK ARTS
06B Fashion Design	07B Fiber		09B Audio	10B Non-Fiction	
06C Graphic Design	07C Glass		09C Video	10C Playwriting	
06D Industrial Design	07D Leather			10D Poetry	
06E Interior Design	07E Metal				
06F Landscape Architecture	07F Paper				
06G Urban Design	07G Plastic				
	07H Wood				
	07I Mixed Media				
13 HUMANITIES	14 MULTI-DISCIPLINARY:	15 NON-ARTS/NON-HUMANITIES			
	14A Performing Multi-Disciplinary				
	14B Performing & Literary				
	14C Performing & Media				
	14D Performing & Visual				
	14E Literary & Media				
	14F Literary & Visual				
	14G Visual Multi-Disciplinary				
	14H Visual & Media				