

METROPOLITAN ARTS COUNCIL

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Project Final Report Form for **ORGANIZATIONS**

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

| | |
|--|--|
| Organization 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: \$ |
| Telephone (Day): | 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
American Indian Needs

Use National Standard Codes (see last page) to determine the following:
Activity Type: _____ Project Discipline: _____

NARRATIVE: *Complete in space provided or provide attached sheets.*

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 organization.

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

On a separate sheet(s) of paper, please outline your project's budget:

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 funding, ticket sales, organizational support, etc.

**Provide receipts and invoices to support all your figures.*

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 | | | | |

