

Prairie Lakes Regional Arts Council

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FY 2009 Small Arts Project Grant

This form must be completed and returned within 60 days of completion of the project. Please note: These reports are reviewed by the Prairie Lakes Regional Arts Council. The quality and completeness of the final report reflects upon your organization.

FINAL REPORT FORM

1. Grant Recipient

Organization Name _____

Address _____

City/State/Zip _____

Name of Person Completing Form _____ Phone _____

FOR OFFICE USE ONLY

Application # _____

Date received _____

2. Project Description: Briefly describe the project, including dates, locations and how the project may have differed from the original description.

Attendance: number of people _____ number of performances _____ % of total capacity _____

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3. Describe promotional efforts for this project. Attach schedule of activities; reports and publications; copies of printed publicity, programs, newspaper clippings; or photos. Note: These attachments are necessary to document that the project was completed as stated in your application. A requirement of the grant contract is to show that the "credit line" for PLRAC and the Minnesota State Legislature were used in publicity.

4. Budget Summary (Estimated expenses must correspond to your original application form.)

	ESTIMATED EXPENSES (Cash)	ACTUAL EXPENSES (Cash)
Artist fees	_____	_____
Artist travel & expenses	_____	_____
Publicity expenses	_____	_____
Rental fees	_____	_____
Salary or wages	_____	_____
Expendable supplies	_____	_____
Miscellaneous	_____	_____
Totals Expenses	_____	_____
	(1)	(1)

	ESTIMATED INCOME	ACTUAL INCOME
Cash budgeted	_____	_____
Other grants	_____	_____
Earned income	_____	_____
Total for Cash	_____	_____
	(A)	(A)
PLRAC Grant, Full Amt.	\$ _____	\$ _____
	(B)	(B)
Total Support for the project	_____	_____
	(Line A + B)	(Line A + B)

5. Did the organization earn money or lose money with this project? Explain any substantial difference (+ or - 25%) between estimated & actual expenses and estimated & actual income. Any profits realized by this project out performing the anticipated income, will be used by our organization for future arts related projects. Our organization will account for any profit made with this project as part of the organizational funds budgeted for our next year's project.

6. What were the highlights of your project?

7. Describe any difficulties. (For example: scheduling difficulties, problems in getting people to participate, unexpected costs, etc.)

8. We sent a Thank You letter to our legislators. Attached is a copy.

9. In order to assist our constituents we need **Suggestions from Grantees**. Please feel free to comment on areas in which PLRAC can better serve you. For example: Is there adequate communication between PLRAC staff and the grantee? Are the grant guidelines, application form, and final report form clear and understandable? Do you have comments on the review process?

10. Certification. We certify that the information contained in this report is true and correct to the best of our knowledge. I acknowledge that we've made a copy of this final report for our records.

Project Director

Date

Authorizing Official / Board President

Date