



CITY OF CHESAPEAKE FINE ARTS COMMISSION

FINAL REPORT
PROJECT GRANTS FOR ORGANIZATIONS:
YEAR: FY_____ FY_____

FINAL REPORT INSTRUCTIONS

Please do not return the completed form via fax or email! Original signatures and attachments are needed.

Return no later than 30 days after the end of the
Project and **no later than the 1st Friday in June to:**

Chesapeake Fine Arts Dept.
112 Mann Drive
Chesapeake, VA 23322

On a separate piece of paper, please provide the following information IN THE ORDER SPECIFIED BELOW. Please clearly title all pages, “Final Report – Yr. _____ Project Grants for Organizations”
You may use this page as a checklist to make sure the report is complete.

1. Grantee name, address, telephone and contact person.
2. Title of project.
3. Date(s) of activity, including start and end dates.
4. Briefly describe the project that took place. Please include any significant changes that occurred in the project’s structure, budget, programming, staff, or physical location since the time the grant application was written. The report need not be lengthy but you may use as many pages as are necessary.
5. Total project cash income. Please itemize all sources of funding for this activity, including FAC grant total, income from your organization’s general operating budget that is devoted to this activity, earned income, local government support, foundation grants, corporate contributions, and cash donations from individuals. Please remember to give the grand total of all cash income for this activity.
6. Total project cash expenses. Please itemize all expenses.
7. Total number of artists participating in this project.
8. Total number of individuals who directly participated in this activity including attendance.
9. Of the total number attending, how many were age 18 or under?
10. Total number of arts events associated with the project.
11. Number of arts events associated with the projects that took place outside of school but which are specifically aimed at people under age 18. Please also provide the number of in-school arts events, if any.
12. How did this project improve your capabilities in relation to artistic quality, community service, or management of your organization? Use as much space as is needed.
13. Please type the statement, “I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate.” Below this statement please type the name, title and daytime phone of the person reporting, and provide an original signature.
14. Please enclose any publicity material, press clippings, printed programs, reviews, articles, evaluation forms, or brochures regarding the project. Please highlight acknowledgment of Commission support in publicity materials you produced.
15. Return the completed report to the Commission office **no later than the 1st Friday in June.**