

FUNDING ARTS BROWARD
Contract: Exhibit C
FINAL REPORT FORMAT

Please submit the following information electronically to FABgrantsmanager@gmail.com no later than March 1 of the year following the grant.

- 1. Summary of project results** (not to exceed 3 pages, exclusive of collateral materials).
 - Please provide date(s), time(s) and location(s) of activities or performances.
 - Please provide the actual attendance/audience and program participants; compare with estimates in grant application.
 - Please explain how this project met (or did not meet) your community impact goals as set forth in your application.
 - Please summarize the results of any evaluations completed by audiences, students, teachers and/or other participants. (A representative sampling may be attached to your report.)
 - Briefly describe your marketing efforts and attach copies of all written and collateral materials (press releases, promotional materials, programs, etc.) and photographs, in JPG format, taken at the event.
 - Note whether this project will be repeated and, if so, note any changes that will be made.
- 2. Completed Certification Form (Exhibit D) must be returned with your Final Report.**
- 3. Attach copies of all paid invoices related to the FAB grant funds.**
- 4. Summary of your actual expenditures/income for the FAB funded program, using the following Final Profit and Loss Report format.**

Exhibit C FINAL REPORT

Project/Program Budget (Section One - Expenses)

Organization name: _____

Name of Project/Program: _____

Date of Project/Program, from _____ to _____

<i>CATEGORY</i>	<i>CASH EXPENSES</i>	<i>FAB! AMT of REQ</i>	<i>TOTAL</i>
Personnel:			
Administrative	\$ _____		\$ _____
Artistic Staff	\$ _____	\$ _____	\$ _____
Technical/Production	\$ _____	\$ _____	\$ _____
Grant Writing	\$ _____		\$ _____
Outside Artistic Fees	\$ _____	\$ _____	\$ _____
Outside Technical Fees	\$ _____	\$ _____	\$ _____
Program Supplies and Equipment:			
Program Materials	\$ _____	\$ _____	\$ _____
Exhibition Fees/Royalties	\$ _____		\$ _____
Program Equipment purchases or rentals	\$ _____	\$ _____	\$ _____
Rent:			
Proposal/Program	\$ _____		\$ _____
Office	\$ _____		\$ _____
Public Relations/Marketing:			
Public Relations	\$ _____		\$ _____
Marketing/Promotion	\$ _____		\$ _____
Ticket Sales	\$ _____		\$ _____
Other Expenses:			
Utilities	\$ _____		\$ _____
Insurance	\$ _____		\$ _____
Permits/Fees	\$ _____		\$ _____
Travel (Staff, Outside)	\$ _____		\$ _____
Busing	\$ _____		\$ _____
Trucking & Hauling	\$ _____		\$ _____
Other – Please Specify			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
SUB TOTALS:	\$ _____	\$ _____	\$ _____
IN-KIND CONTRIBUTIONS:	\$ _____		\$ _____
TOTALS:	\$ _____	\$ _____	\$ _____

Exhibit C FINAL REPORT (cont.)

Project/Program Budget (Section Two – Actual Income)

Organization name: _____

Name of Project/Program: _____

Date of Project/Program, from _____ to _____

Earned Income:	
Admissions/Ticket Sales	\$ _____
Performance Fees	\$ _____
Program-Related Sales	\$ _____
Applicant Cash	\$ _____
Other Earned Income:	\$ _____
Contributed Income:	
Fundraising Events:	\$ _____
Private Support (includes Individual, Foundations and Corporate):	\$ _____
Government:	
Federal Grants:	\$ _____
State Grants:	\$ _____
County Grants:	\$ _____
Local Grants:	\$ _____
School Board Grants:	\$ _____
Other: (Please Specify)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
SUB TOTALS:	\$ _____
IN-KIND:	\$ _____
FAB! GRANT:	\$ _____
TOTALS:	\$ _____