



ARTS & CULTURE COUNCIL

COMMUNITY ARTS AND CULTURE GRANT PROJECT GRANT FINAL REPORT FORM

Fiscal Year 2018-19

Grant recipients are required to submit a Community Arts and Culture Grant Final Report within thirty (30) days of the close of the granting period. You are required to notify the HACC in writing of any changes that occur to key elements of the granted project during the execution of the granted project. If the funded project is not completed by the close of the granting period, you should notify the HACC and submit a Progress Report by the final deadline. Compliance with final reporting requirements is considered when the applicant's future grant applications are reviewed. Failure to complete the funded project within the granting period could also affect consideration of an applicant's future grant applications.

Additional copies of this form are available on the HACC website, www.hillsboroarts.org or can be picked up at the Walters Cultural Arts Center (527 East Main Street, Hillsboro, OR 97123). All sections of this Final Report form must be completed. **Mail an original, signed paper copy of this Final Report to Hillsboro Arts & Culture Council, 527 East Main Street, Hillsboro, OR 97123.** No emailed Final Reports will be accepted.

Please attach this cover sheet to the front of your Final Report.

Organization Name:			
Mailing Address:			
City:			
State/Zip:			
Contact Person:			
Title:			
E-mail Address:			
Phone:			
Tax Identification Number:			
FY2018-19 operating budget:	\$		
Grant amount awarded:	\$	Grant amount expended:	\$

Authorized Signature: _____

Printed Name: _____

Title: _____ Date: _____

PROJECT INFORMATION:

Please address each question in no more than 150 words using Times New Roman 12-point font. Attach examples of marketing materials that credited the HACCC (e.g. brochures, newsletters, postcards, etc).

1) Please provide a brief description of the funded project.

2) Is the project completed? (If not, please fill out a Progress Report form.)

3) How did your proposal address the goals of the Community Arts & Culture Grant?

4) How were the Community Arts & Culture Grant funds used?

5) Were all funds expended? If not, what prevented the expenditure of all funds?

6) What are some examples of the impact of the funded project on the community?

7) How was the funded project marketed? If the funded project pertained to marketing, how were the marketing materials distributed and what effect have they had on your organization and its programs?

8) How successful was the activity? How was this success measured? Give examples.

Expense Categories	Applicant Contributions				Totals
	Grant Funds	Applicant Cash	Third-Party Cash	Third-Party In-Kind	
Supplies & materials, <i>please specify</i>					
Marketing/Communications, <i>please specify</i>					
Professional Consultant fee, <i>please specify</i>					
Artist fee, <i>please specify</i>					
Technology advancement expense, <i>please specify</i>					
Partnership expense, <i>please specify</i>					
Performance expense, <i>please specify</i>					
Programming expense, <i>please specify</i>					
Other:					
Other:					
Other:					
TOTAL EXPENDITURES					

Send completed reports to:
HACC - Community Arts and Culture Grant
527 East Main Street
Hillsboro, OR 97123