

**Edmonton Arts Council
Final Report Requirements: General Information
Last reviewed November 2018**

Project Grants and Operating Grants are treated differently. Recurring operating grants will not usually require separate reporting when a recipient reapplies annually.

Project Grant recipients must submit a final report within 90 days of the completion of the project. The final report is a short written summary of project outcomes (usually less than 3 pages) that includes:

- Impact that the grant had on the artist(s), Edmonton community, and viability of the project
- Budget on actual expenditures, including revenue and expenses [see template below]
- Outline of any variations between the proposed project and actual activity
- Any support materials (ie. artwork created, photos, video, marketing materials, media coverage, etc.)

Please refer to program guidelines for further specific final report requirements.

If a project did not achieve the intended results, be clear in reporting the reasons why and lessons learned.

Sample Financial Report

You may use any reasonable format to report on your use of the grant funds. Include any and all relevant expenses. This example is provided as a guide and is not indicative of all potential reports.

Title: [Name of Program] grant financial report

Actual expenses (as applicable)	
Artist fees e.g. artist subsistence/basic living costs, contracts, etc. (specify)	\$XXXX
Arts materials & Supplies (specify)	\$XXXX
Venue or Studio Rental (if applicable, specify)	\$XXXX
Other expenses (specify)	
Total expenses	\$XXXXX

Estimated/actual sources of revenue as applicable:



edmonton
arts
council

#222, Prince of Wales Armouries
10440 – 108 Avenue, Edmonton, Alberta T5H 3Z9
p. 780.424.2787 | f. 780.425.7620 | edmontonarts.ca

Actual Sources of Revenue (as applicable)	
(Name of Program) Grant (actual)	\$XXXX
Other Government funder(s) (specify)	\$XXXX
Donations from other sources (specify)	\$XXXX
Personal contributions (specify)	\$XXXX
TOTAL REVENUE	\$XXXXX

TOTAL EXPENSES = TOTAL REVENUE