

Grant Report: EAC Community Arts Program or TransAlta Festival City Grant Programs

Reports must be completed and filed with the Edmonton Arts Council within 90 days of the completion date of the project as specified on the application.

I. General Information

Name of Organization

Name of Project and/or Festival

Address

Postal Code

Telephone

Fax

Primary Contact

Title

Email Address

Website

II. Declaration of Applicant

In making this report, I the undersigned officer of the organization, hereby represent to the City of Edmonton through the Edmonton Arts Council and declare that to the best of my knowledge and belief the information provided is truthful and accurate; and the report is made on behalf of the organization named on this page with its full knowledge and consent.

Dated at Edmonton, Alberta this _____ day of _____, 20_____

Signature of Officer

Name (please print)

III. Activity Report

Please provide a short description of the project or program and the activities you undertook with the assistance of the EAC Community Arts grant or the TransAlta Festival City grant. Please keep this section to the equivalent of 2 type-written pages or less.

IV. Impact Report

Describe the short and long-term impact of the grant on your group or festival and/or the individuals involved in the project or program. Where applicable, you may wish to express this in terms of such things as: impact on the art form or practice, increasing the sustainability of a program or festival, audience expansion, community development, or personal artistic growth of participants. Please keep this section to the equivalent of 2 type-written pages or less.

V. Grant Support Recognition

Describe how you provided recognition of grant support by the Edmonton Arts Council, the City of Edmonton or TransAlta and attach examples of media or promotional materials.

VI. Financial Information

Please use this form or a similarly formatted spreadsheet (you may wish to use your original budget categories) to report on the revenue and expenses of the project or program. Provide the original application budget in the first column, the actual revenue and expenditures in the second column and any notes to explain the variance (i.e. the difference between the two) in the third column.

Revenues	Original Budget	Actuals	Notes Explaining Variance
EAC Community Arts or TransAlta Grant (specify)			
Applicant's contribution from general operating budget			
Federal Project Grants			
Provincial Project Grants			
Other Municipal Project grants			
Corp. Sponsorships & Foundations			
Admissions			
Fundraising			
Individual Donations			
Donated In-Kind Goods & Services			
Other (specify)			
Total Revenues			

Expenses	Original Budget	Actuals	Notes Explaining Variance
Artistic Expenses			
Production Expenses			
Marketing/Promotion			
Volunteer Program			
Fundraising & Development			
Administration & Overhead			
In-Kind Goods & Services Expense			
Other (specify)			
Total Expenses			

Summary	Original Budget	Actuals	Notes Explaining Variance
Total Revenue			
Total Expenses			
Surplus (Deficit)			

Additional Notes: