****

**FINAL REPORT**

**FY 2021 CAD GRANT**

Please complete this form in its entirety and return it by Friday, August 20, 2021 to:

This report may be handwritten as long as it is legible.

**No future grants will be considered unless final reports on all past awards have been submitted.**

|  |
| --- |
| **1. ORGANIZATIONAL INFORMATION** |
| a. Organization: b. Address: c. City: State: **MD** ZIP: d. Website address: e. Executive Director, Board Chair or President: f. Primary organizational contact if not listed above:g. Person completing final report:h. Treasurer:  g. E-mail address: h. Phones: (day): (evening): i. Fax: Cell:How often is phone mailbox checked?***If any of your organization’s information has changed in the last six months, please highlight the changes*** | **2. FY 2021 GRANT**a. Grant amount: $ b. Grant type: *(please check)* General Operating\_\_\_\_\_ Or Program/Project\_\_\_\_\_\_ |

|  |
| --- |
| **3. INFORMATION ON GRANTING ACTIVITY** |
| 1. Give a brief description of the arts activities for which the FY2021 grant was received. If your organization was impacted by COVID-19 please describe the adaption, evolution, and rescheduling of those activities, as necessary. The funds can also have been spent on alternative arts programming and operations than those originally proposed due to COVID-19.
 |
| **b.**  Please provide one sample envelope/packet of programs, promotional materials, news clips, reviews, invitations, photographs, etc. Please highlight Frederick Arts Council funding support acknowledgement. *Make sure that each item is identified with the organization name. Please do not send your only copies, as they will not be returned.* |

|  |
| --- |
| **4. FINANCIAL INFORMATION** **a. FY 2021 Budgetary Information**  |
|

|  |  |
| --- | --- |
|  *(please round to nearest dollar)*  |  **FY 2021 BUDGET ACTUAL** |
| **CASH EXPENSES** |  |
| 1. Personnel-Administrative |  |
| 2. Personnel-Artistic |  |
| 3. Personnel-Technical/Production |  |
| 4. Personnel-Educational |  |
| 5. Outside Fees & Services-Artistic |  |
| 6. Outside Fees & Services-Educational |  |
| 7. Outside Fees & Services-Other |  |
| 8. Space Rental |  |
| 9. Travel/Lodging/Transportation |  |
| 10. Marketing |  |
| 11. Educational Programming Expenses |  |
| 12. Remaining Allowable Expenses |  |
| 13. Total Allowable Expenses |  |
| 14. Non-Allowable: Capital-Acquisitions |  |
| 15. Non-Allowable: Capital-Other |  |
| 16. Non-Allowable: Expenses-Other |  |
| **17. TOTAL CASH EXPENDITURES** |  |
| CASH INCOME |  |
| 18. Admissions |  |
| 19. Contracted Services Revenue |  |
| 20. Other Revenue from Operations |  |
| 21. Corporate Support |  |
| 22. Foundation Support |  |
| 23. Other Private Support |  |
| 24. Government Support-Federal |  |
| 25. Government Support-State/Regional |  |
| 26. Government Support-Local |  |
| 27. Maryland State Arts Council |  |
| 28. Frederick Arts Council grant amount |  |
| 29. Total Allowable Income |  |
| 30. Non-Allowable: Revenues Raised for Capital or Endowment  |  |
| 31. Non-Allowable: Loans, Carryover, or Transfers |  |
| 32. Non-Allowable: Income-Other |  |
| **33. TOTAL CASH INCOME** |  |

 |

Notes: please attach an additional separate page for notes or explanations: if Income and Expense totals differ from each other, if there is a significant total change from one year to the next, if any particular budget line item is significantly different than expected or if you need to explain significant in-kind (non-cash) income or expense.

|  |
| --- |
| 4.b. MATCHING FUNDS:  (*subtract MSAC line 27 and FAC line 28 from Total Revenue line 33)* |
|  | Total Income from all sources *(line 33 above)* |
|  | Less Maryland State Arts Council grants *(line 27 above)* |
|  | Less Frederick Arts Council grants *(line 28 above)* |
|   \_\_\_\_\_\_\_\_\_\_\_\_ | Total Matching Funds  |

|  |  |
| --- | --- |
| **4. c.** Total number of **individuals** benefiting from grants from the Frederick Arts Council CAD funds:  *For example, include ticketed & non-ticketed audiences, classes, members of the public, etc*. | Individuals |
| *Please explain how you came up with this amount:* |

|  |  |
| --- | --- |
| **4. d.** Total number of **children/youth** benefiting from grants from the Frederick Arts Council CAD funds:  *For example, include ticketed & non-ticketed audiences, classes, members of the public, etc*. | Children/Youth |
| *Please explain how you came up with this amount:* |

|  |  |
| --- | --- |
| **4. e.** Total number of **artists** participating in activities with grants from the  Frederick Arts Council CAD funds:  *For example, include all performers, designers, arts technicians, arts workers, etc.* | Artists |
| *Please explain how you came up with this amount*: |

**5. CERTIFICATION:**

**I certify that all information contained in this report is true and accurate.**

Printed Name of Person Who Prepared the Report: Phone Number:

For Organization:

Title: E-mail address:

Signature: Date:

**Explanations or notes:**

Budget Explanations

Please complete this form in its entirety and return it on or before **August 20, 2021 by 5:00 p.m.**

**CAD Grant – Frederick Arts Council**

**11 West Patrick Street, Frederick, MD 21701**

Or email to info@frederickartscouncil.org. If you choose to email,

**a signed paper copy must also be postmarked by the deadline.**

Questions?: Call (301) 662-4190 or email info@frederickartscouncil.org