



Project Grant Final Report

This form must be completed and returned within 60 days of completion of this project.

Submit One (1) Paper Copy

1. Grant recipient _____
2. Application #: _____
3. Name and dates of project _____
4. Number of project participants: _____
5. Number of artists served: _____
6. Estimate of audience number: _____

NARRATIVE: Please attach pages to include the following information:

7. Promotional efforts for this project - ATTACH copies of press releases, schedule of activities, copies of printed publicity, programs, clippings, etc. We prefer digital media and photos whenever possible for use on the Trust website or Facebook. *If you were not able to credit the Trust in publicity as agreed to in the cash request form, please explain why.*
8. Please attach a profit/loss statement. Please clearly label where the Trust grant monies were used; what expenses the grant paid for. Feel free to include a narrative for expenses/revenues, if necessary.
9. How did your project meet its goals? Describe any plans or possibilities for continuation or extension of your project.
10. Please state how you impacted community artists or audiences involved in this project.
11. Describe the population served or community reached during the project.
12. Were there any unanticipated results, either positive or negative? What did you learn because of the grant.
13. If you are planning future projects, will you make any changes based on your results?

Certification:

I certify that the information contained in this report is true and correct to the best of my knowledge.

Typed/printed name, title

Date

Signature

Please contact Keiko Williams, Executive Director, at 365-2639 or by e-mail at info@gardnertrust.org if you have any questions or concerns regarding the final report.