

ARTS COUNCIL OF CALVERT COUNTY
P.O. Box 2569 FY 2008
Prince Frederick, MD 20678
(410) 257-7005 Fax: (41) 535-0302

OPERATING GRANT FINAL REPORT

NAME OF ORGANIZATION

NAME OF PROJECT

1. FINANCIAL REPORT

Cash Income

Applicant's Cash Contribution _____

Project Admission _____

Grant funding (list) _____

County funds _____

Corporate Support (list) _____

Private Contributions _____

Project Contracted Services _____

Project Workshop Fees _____

Other _____

ACCC grant _____

TOTAL CASH INCOME _____

Cash Expenditure

Salaries:

Personnel – artistic _____

Personnel – technical _____

Personnel – admin. _____

Supplies and materials _____

Equipment _____

Marketing and Publicity _____

Travel _____

Rent and Utilities _____

Other (itemize) _____

TOTAL CASH EXPENDITURES _____

INKIND SERVICES: In kind services, normally not matched by funds from the ACCC, are services which ordinarily would be paid for by your organization but are being voluntarily contributed to help carry out this project. Volunteer services by a professional person may be claimed at his/her regular rate so long as the services rendered are of a professional nature and are within the professional's field.

SALARIES	\$	_____
EQUIPMENT		_____
FEES		_____
SUPPLIES/MATERIALS		_____
TRAVEL		_____
RENTAL		_____
OTHER		_____
TOTAL IN KIND	\$	_____

II. EVALUATION

1. Name of Organization _____
2. Fiscal Year Dates _____
3. Organization's Address _____
4. City _____ St. _____ Zip _____
5. Program Locations & Dates _____
 Where they all accessible? _____ Yes _____ No Explain no. _____
6. Number of professional artists participating in project _____
 i) Number of non-professional artist participating in project _____
 ii) Number of volunteer/support personnel participating in project _____
7. Total of individuals benefiting from organization's projects. _____
8. Please describe your audience/participants (i.e. seniors, students, families, special groups).

9. Describe advertising and public relations efforts.

10. Describe how your organization contributes to the arts in the community.

11. Did your organization's annual projects meet or exceed expectations? Please explain.

12. How did you evaluate your projects? (Did audience/participants offer suggestions, ideas, comments?)
Please explain.

13. How might your organization make improvements?

14. What other needs (other than financial) does your group have?

III. PUBLICITY

Please attach publicity samples (press releases, event programs, advertisements, brochures, etc.) acknowledging the Arts Council of Calvert County and the Maryland State Arts Council as providing financial support for your organization.

I HEREBY CERTIFY THAT THIS FINANCIAL STATEMENT IS CORRECT AND REPRESENTS THE ACTUAL INCOME AND EXPENDITURES OF THE PROJECT INVOLVED.

DATE

SIGNATURE

TYPED/PRINTED NAME

TITLE

TELEPHONE NO.