

Special Events and Cultural Amenities Fund (SECA) Grant Report

INSTRUCTIONS

Final Financial Report:

All SECA fund recipients are required to submit a Final Financial Report. **All** recipients, regardless of award allocation, must complete **all** sections of the report form.

Final reports are due no later than 120 days following the completion of the event/project.

All reports will be submitted to the Advisory Cultural Commission and the City Council for review.

Grant Report

Report Date:	Progress Report	Final Report <i>(Check One)</i>
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I. Organization

Organization Name	
Contact Person	
Address	
City/State/Zip Code	
Phone Number	
E-mail	
Have there been any changes to your organization's 501 (c)(3) status since the initial request for this grant?	<p style="text-align: center;">No Yes</p> <p>If yes, please explain:</p>

II. Project/Event Description

Project Name	
Project Description	
Grant Amount	
Dates Covered by this Report	

III. Project/Event Implementation

Describe the organization's experience executing the project or event, including:

- a. Implementation strategy and timeline.
- b. Any issues the organization faced or is facing while implementing this project.
- c. Any modifications that were made to the original project or event and why.

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IV. Evaluation and Outcome

How did your organization measure the effectiveness of the project?

What were the **expected** outcomes of the program?

What were the **actual** outcomes of the program?

V. Financial Reporting

Describe any changes that occurred to the original budget.

Did you have the necessary funds to fully implement this project as intended?

What financial resources, other than SECA funds, will be available to continue this project/event?

VI. Sustainability

What are the organization's long-term plans for funding this project/event?

VII. Certification

To the best of my knowledge and belief, the statements contained in this report are true, correct, and represent the complete accounting of this event/project.

I have the authority to sign and submit this application on behalf of this organization.

Signature: _____ Date: _____

Title: _____