Special Events and Cultural Amenities Fund (SECA) Grant Report

INSTRUCTIONS

Final Financial Report:

<u>All</u> SECA fund recipients are required to submit a Final Financial Report. <u>All</u> recipients, regardless of award allocation, must complete <u>all</u> 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	(Check One)		
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?	No Yes If yes, please explain:				

II.Project/Event Description Project Name Project Description Grant Amount Dates Covered by this Report **Project/Event Implementation** III. 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.

Evaluation and Outcome IV. 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.

Please provide a detailed list of project revenues.

PROJECT REVENUES					
PLEASE INDICATE PRIVATE, FEDERAL, STATE, FOUNDATION OR OTHER SOURCES					
Source of Funds and Description of Terms	Last Year's Revenue		Source of Funds and Description of Terms	This Year's ACTUAL Revenue	
Example: Grant	\$10,000		Example: Grant	\$5,000	
Total:			Total:		

Please provide a description of in-kind revenues. An in-kind contribution is a non-cash donation, contribution, or gift which can be given a cash value.

ACTUAL IN-KIND CONTRIBUTIONS		
Type of Contribution	Total Value	
Example: Printing	\$500	
TOTAL:		

DETAILED EXPENSES				
Project Costs:	Current Year Expenses	SECA Request		
Example: Full-Time Artistic Staff - Salary	30,222	\$15,000		
Marketing Materials	6,812	\$15,000 \$5,000		
Total Project Costs:				

Please list funding sources used for the project/event in addition to SECA funds.

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			
VIII Continuation			
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:			