

INSTRUCTIONS FOR COMPLETION REPORTS

Deadline for Completion Report is Jan 31 following previous grant cycle

Part A: Organization name/Project name must be on the bottom of each page.

Part B:

1. DISCIPLINE INFORMATION - Select one discipline and its category below which best describes the project for which you were funded and enter in 1.

- 1 **DANCE**
- 2 **MUSIC**
- 3 **OPERA / MUSIC THEATRE**
- 4 **THEATRE**
- 5 **VISUAL ARTS**
- 6 **DESIGN ARTS**
- 7 **CRAFTS**
- 8 **PHOTOGRAPHY**
- 9 **MEDIA ARTS**
- 10 **LITERATURE**
- 11 **INTERDISCIPLINARY**
(More than one discipline in a single work)
- 12 **MULTI-DISCIPLINARY FOLK ART**
(Pertaining to more than one arts discipline)

2. **a. AUDIENCE SERVED** – Use legend on the completion report to complete your answer. Choose one category which best describes the majority of people served by this project

b. AUDIENCE CHARACTERISTIC

Choose the categories which best describe the audience which participated in the project for which you were funded and enter in the blanks. Use no more than five categories. (G-General indicates that the audience make-up includes a broad spectrum of the categories listed below and is not a specialized audience. G can be included in conjunction with a specialized population.)

- C** Child
- G** General
- Y** Student
- S** Senior citizen
- E** Challenged Individual
(Mentally, Hearing, Visually, Psychologically)

Part D

Describe the **specific** promotion and marketing strategy you used, giving details of with whom, where and how you promoted. Demonstrate the major **component** of promoting tourism and hotel and convention activity. Include **copies of all** promotion samples. Provide printed samples of the promotion(s) you placed on all websites and www.cccvb.com.

- 3. Outreach and marketing** - Strategy used for ethnic communities or special constituencies:
(provide copies or samples of all checked items)

Part E -1 Actual Project Revenues/Cash Resources:

Enter amounts actually received from all sources, i.e. gift shop sales, tuitions, workshop ,audition, entrant fees, clothing, DVD's & CD's, or any other type of memorabilia.

Enter the received amount of your Arts Grant Program award in the Unearned Income, (a) Government Grants, center "City" Column.

The "TOTAL" figure in the lower right corner on Page 3 represents the total revenues associated with this project.

Part F-1 Actual Project Expenditures:

a. Administration:

Allowable Staff Salaries: salaries of people who are on the organization's payroll and who worked on this particular project.

Professional Fees: Payment or stipend Artists received, but who are not on the regular payroll of the organization.

In-kind services:

Please note that in-kind resources may not exceed 25% of the project total.

Enter amounts paid with Arts Grant Program Funding in appropriate center "City" column.

**Attach copies of receipts for all project expenditures.
Create a spreadsheet identifying all project expenditures.**