



# PROJECT ASSISTANCE PROGRAMS

# FINAL REPORT

PLEASE READ CAREFULLY ALL INSTRUCTIONS AND DIRECTIONS BEFORE COMPLETING FORM. PLEASE PRINT LEGIBLY OR TYPE.

In recognition of any grant, the British Columbia Arts Council requests a copy of any publication, report or other materials produced in connection with the project. The BCAC would also appreciate receiving invitations to the event, conference, festival, etc.

## SECTION 1 - APPLICANT AND PROJECT DIRECTOR DATA

BCAC APPLICATION No. \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

**APPLICANT:**

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**PROJECT DIRECTOR:**

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

## SECTION 2 - FINANCIAL INFORMATION

	Project Expenses		Project Revenues	
	Proposed	Actual	Proposed	Actual
Salaries	_____	_____	Earned Revenues	_____
Artists Fees	_____	_____	Private Sector Revenues	_____
Materials/Supplies	_____	_____	Other Grant Revenues	_____
Transportation	_____	_____	_____	_____
Administration	_____	_____	In-kind Contributions	_____
Other Costs	_____	_____	BCAC Grant	_____
<b>TOTAL PROJECT EXPENSES</b>	_____	_____	<b>TOTAL PROJECT REVENUES</b>	_____

Project Surplus/(Deficit) \$ \_\_\_\_\_

(OVER)

**SECTION 3 - PROJECT INFORMATION**

A. Brief description of the completed project and changes, if any, from the original application:

B. Brief statement explaining the impact of the project on the organization's artistic development, administrative operations and/or audience:

- C. Number of people served by the project: audience \_\_\_\_\_ participants \_\_\_\_\_.
- D. Attach copies of critical reviews, letters of support and/or evaluations of the project.
- E. Attach an itinerary of completed tour (if applicable).
- F. Attach a list of title(s) and synopsis of commissioned work(s) (if applicable).
- G. Attach additional material you feel will assist this final report.
- H. Attach latest financial statement for your organization.

**SECTION 4 - DECLARATION**

**I do solemnly declare that, to the best of my knowledge, all information contained in this report is complete and true in every respect.**

**Name and Title (please type)** \_\_\_\_\_

**Authorized signature** \_\_\_\_\_ **Date** \_\_\_\_\_