



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	_____
TOTAL PROJECT EXPENSES	_____	_____	TOTAL PROJECT REVENUES	_____

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 a completed copy of the financial statements for the most recently completed fiscal year. Financial statements must be signed off by two officers and must include an income statement, a balance sheet and notes.

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 _____