



Final Report Form

This form is available online at www.artsnl.ca, and may be used for the following programs.
Please check the program you were funded under:

- ☐ **Annual Operating Program for Professional Arts Organizations**
- ☐ **Community Arts Program**
- ☐ **Professional Artists' Travel Fund**
- ☐ **Professional Project Grants Program**
- ☐ **School Touring Program**

FILE NUMBER: _____

NAME (of artist(s), group or organization): _____

CONTACT PERSON (if different from above) _____

MAILING ADDRESS: _____

CITY: _____ POSTAL CODE: _____ FAX: _____

PHONE: (H) _____ (C) _____ (W) _____

E-MAIL: _____ WEB SITE: _____

PROJECT TITLE: _____

BRIEF DESCRIPTION OF PROJECT/ ARTS ACTIVITIES:

PROJECT STARTED ON: _____ AND ENDED ON: _____

(Date)

(Date)

Narrative Report: Please answer the following questions and attach separately:

- 1) Briefly discuss the overall concept, planning, and the execution of your project/ arts activities. Include details such as who was involved, when it happened, and where it took place. Add comments on such things as: the reaction you have been getting to your work and/or the dissemination it has or will be given.
- 2) What challenges did you encounter completing the project/arts activities? How were they resolved? Address any changes from your original proposal (e.g. dates, funding sources, personnel, program, etc.) If applicable, you may want to discuss the impact of a reduced grant on your project/ arts activities.
- 3) Discuss the relevance of the project/ arts activities to you and your artistic work.
- 4) Include samples of works that were completed through the grant. (e.g. writing samples, photographs of works, videos, CDs, DVDs, etc.) Also, attach press clippings and/or promotional/marketing materials (poster, program, etc.)

Return completed final reports for the, Professional Project Grants Program, and School Touring Programs to:

ArtsNL, P.O. Box 98, St. John's, NL, A1C 5H5 (The Newman Building, 1 Springdale St.)

Phone: (709) 726-2212 Toll Free: 1 (866) 726-2212 (NL only) Fax: (709) 726-0619 krice@nlac.ca or kmurphy@nlac.ca

Financial Report: You must provide a **complete financial breakdown** for your **entire project/arts activities** as outlined in your application. However, you only need to include **copies of receipts** for the portion funded by ArtsNL. (No receipts are required for living expenses.) You may attach a more detailed financial report on a separate sheet.

Expenditures (for the entire project/arts activities)

Fees (indicate service and rate of pay) \$ _____

Living Expenses (maximum \$2,000/month) \$ _____

Materials/Consumables \$ _____

Equipment Rental (lighting, sound, etc.) \$ _____

Venue Rental \$ _____

Administration (office, publicity, etc.) \$ _____

Travel/Accommodations/Per Diems
(modes of transportation, locations, duration, etc.) \$ _____

Other (specify) \$ _____

***Total expenditures** \$ _____

Revenue (for the entire project)

ArtsNL \$ _____

Revenue from other sources

1) _____ \$ _____

2) _____ \$ _____

3) _____ \$ _____

4) _____ \$ _____

***Total revenues (note: total expenditures
should equal total revenues)** \$ _____

Signature (individual artist, or representative of group or organization): _____ **Date:** _____