

FY20 Wheaton Cultural Project Grants Final Report Template

This template is for your reference only. All reports and relevant materials must be submitted online through SurveyMonkey Apply (SM Apply). AHCMC cannot accept materials submitted by mail or email.

Please note that there may be formatting differences on the SM Apply grants portal, however the content of the questions will remain as seen on this template.

All required questions are marked with an asterisk. All text responses have a character count that includes spaces.

Submit this form no later than **February 22, 2021 at 11:59 p.m.** Please contact AHCMC grants staff with any questions.

Grantee and Award Information

***Organization/Group/Artist/Scholar Name:**

***Grant Agreement Number:**

***Grant Award:**

***Address:**

***City:**

***State:**

***ZIP Code:**

Contact Information

***Contact Name:**

***Title, if applicable:**

***Phone Number:**

***Email:**

Final Report Narrative

***What were the specific goals for this project? Were the project goals successfully achieved? (2,500 characters maximum with spaces)**

***Describe any challenges faced in completing the project during the funding period, including obstacles encountered as a result COVID-19. (2,500 characters maximum with spaces)**

***If unable to complete the project as originally described in the application due to COVID-19, please describe how grant funds were used. (2,500 characters maximum with spaces)**

Use this space for any additional project updates you would like to share. (2,500 characters maximum with spaces)

General Operating Budget

***General Operating Expenses**

- Use the chart below to indicate how grant funds were used.
- Expenses paid for by AHCMC must equal the grant award.
- Only use numbers in the amount column; do not include symbols such as "\$" or ","

Line Item/Description	Description	Updated/Actual Dollar Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Total		\$

Please provide any additional information to explain the line items above. (1,500 characters maximum with spaces)

***Signature of Authorized Representative of {{Grantee}}:** By signing this form, I certify that to the best of my knowledge, the information contained in this report is accurate.

Click and drag the mouse to sign.

***Name:**

***Title, if applicable:**

***Date:**

Uploads

Grantees who could not complete their project and/or had to cancel public programming due to COVID-19 are not required to upload a work sample(s) or support materials.

Organization/Group grantees must upload FY20 financial statements, including a Profit & Loss Statement and Balance Sheet.

***Financial Statements (for Organizations/Groups only)**

- Upload a Profit & Loss Statement for the grant period (January 1, 2020 – December 31, 2020), and current Balance Sheet.

Contact Karen Judson, AHCMC Grants Program Manager, at (301) 565-3804, or Karen.Judson@creativemoco.com with any questions about the financial statements.

Work Sample(s)

- Upload at least one sample(s), such as video, audio, visual, or a PDF with written works (i.e., creative writing sample, excerpt from a book chapter, research synopsis, etc., for projects involving literary and/or humanities work). For performing arts activities, grantees are highly encouraged to submit video or audio work samples, instead of stills or photos. The work sample(s) should reflect the best representation of the project.

Support Materials

- Upload supplemental documentation, including programs, marketing/PR materials, and/or other documents that convey the strength of work completed.