

FY21 *Advancement Grants* Mid-Year 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 Name:**

***Grant Agreement Number:**

***Grant Award:**

***Address:**

***City:**

***State:**

***ZIP Code:**

Contact Information

***Contact Name:**

***Title:**

***Phone Number:**

***Email:**

Mid-Year Report Narrative

Your responses should address your organization's staff, board, operations, programming, service to the community, and financials.

***Please describe activities that have occurred, including notable accomplishments and/or challenges that the organization has experienced since receiving the FY21 grant. (2,500 characters maximum with spaces)**

***Have there been any significant programming, management, and/or financial changes to your organization since receiving the FY21 grant, including changes as a result of the COVID-19 pandemic?**

- Yes
- No

***If yes, describe the changes, including changes as a result of the COVID-19 pandemic. Describe the reason for the changes and the impact on the organization. (2,500 characters maximum with spaces)**

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

***Signature of Authorized Representative of {{Grantee}}:**

By signing this form on behalf of {{Grantee}}, 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 of Authorized Representative:**

***Title:**

***Date:**

Uploads

***Financial Statements**

- Upload a Profit & Loss Statement for the first two quarters of the grant period (July 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.

Organizations that had to cancel public activities due to the COVID-19 pandemic are not required to upload work sample(s) or support materials.

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 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 organization's work.

Support Materials

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