

FY21 *Programming & Capacity Building* Project Grants (PCBPG) 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 **July 31, 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:**

Final Report Narrative

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

***FY21 project grants were converted to general operating support to provide grantees additional flexibility during an unprecedented time period. If your organization/group was unable to complete the project originally described in your application due to COVID-19 and used grant funds for general operating costs, please describe how the FY21 *Programming & Capacity Building Project Grant* funds were used. Conversely, if your organization/group did complete the project originally described in the application, please explain how funds were used to complete the project. (2,500 characters maximum with spaces)**

***Describe any significant successes achieved during the funding period. Please share evaluative metrics used and outcome data. (2,500 characters maximum with spaces)**

***Describe any significant challenges faced during the funding period, including any challenges encountered as a result of the COVID-19 pandemic. (2,500 characters maximum with spaces)**

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

***Please use the chart below to indicate how FY21 *Programming & Capacity Building Project Grant* funds were used. A reminder that expenses paid for by AHCMC must equal the grant award of *\$\$\$will auto-populate*}}.**

Only use numbers in the amount columns, do not include symbols such as "\$" or ",".

Line Item	Description	Dollar Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$

10.		\$
Total		\$

Please provide any additional information to explain the line items above. (2,500 characters maximum without 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, hold, and drag the mouse to sign.

***Name of Authorized Representative:**

***Title:**

***Date:**

Uploads

***Financial Statements**

- Upload a Profit & Loss Statement for the grant period (July 1, 2021 – June 30, 2021), 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.

Grantees that had to cancel public programming 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 written work (literary or humanities work can include a creative writing sample, excerpt from a book chapter, research synopsis, etc.). 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 grantee's work.

Support Materials

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