

# FY21 Wheaton Cultural Project Grants (WCPG) 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 18, 2022 at 11:59 p.m.** Please contact AHCMC grants staff with any questions.

## Award Information

**Grant Agreement Number:** *Will auto-populate*

An award in the amount of **{{ will auto-populate }}** for the period **January 1, 2021 – December 31, 2021** has been awarded by the Arts & Humanities Council of Montgomery County (AHCMC).

## Grantee Information

**\*Grantee Legal Name (name provided to the IRS):**

**DBA (doing business as), if different:**

**\*Address:**

**\*City:**

**\*State:**

**\*ZIP Code:**

**\*Contact Name:**

**\*Contact Title (i.e., Grant Coordinator):**

**\*Contact Phone Number:**

**\*Contact Email Address:**

## Final Report Narrative

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

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

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

## Budget

SurveyMonkey Apply will have a fillable chart for this section.

- **Your budget must be balanced: total expenses MUST equal total income.**
- Do not use the dollar sign or symbols such as a comma in the amount column.
  - Ex: If you'd like to enter one thousand dollars, type 1000 rather than \$1000 or \$1,000.
- If you need more space, you may combine items budgeted under \$1,000 into one line item and explain in the budget notes.

### \*Cash Expenses

- List all residency expenses, including expenses that were paid for from sources other than the AHCMC grant award. (Review page 6 of the FY21 WCPG guidelines for a detailed description of allowable expenses that can be paid for by AHCMC.)
- **Use an asterisk (\*) to mark expenses that were paid for by the AHCMC grant.**
- **Do not** include "miscellaneous" or "contingency" expenses.

Line Item	Description	Amount as entered in the FY21 application	Actual Amount
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$
6.		\$	\$
7.		\$	\$
8.		\$	\$
9.		\$	\$
10.		\$	\$
<b>Total Cash Expenses</b>		<i>\$ Will auto-calculate</i>	<i>\$ Will auto-calculate</i>

### \*In-Kind Expenses

- In-kind expenses are non-cash expenses. If items were donated, i.e., supplies or services, list those items below.

Line Item	Description	Amount as entered in the FY21 application	Actual Amount
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
<b>Total In-Kind Expenses</b>		<i>\$ Will auto-calculate</i>	<i>\$ Will auto-calculate</i>

**\*Cash Income**

- **The first line item must be "AHCMC Grant" with the grant award: *Will autofill***
- Include any other sources of income for this project.

Line Item	Description	Amount as entered in the FY21 application	Actual Amount
1. AHCMC Grant	Amount awarded for the project	\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$
6.		\$	\$
7.		\$	\$
8.		\$	\$
9.		\$	\$
10.		\$	\$
<b>Total Cash Income</b>		<b>\$ Will auto-calculate</b>	<b>\$ Will auto-calculate</b>

**\*In-Kind Income**

- If you entered in-kind items in the "In-Kind Expenses" section above, re-enter those same items in the chart below.

Line Item	Description	Amount as entered in the FY21 application	Actual Amount
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
<b>Total In-Kind Income</b>		<b>\$ Will auto-calculate</b>	<b>\$ Will auto-calculate</b>

**Total expenses MUST EQUAL total income.**

- **Total Project Expenses: *Will auto-calculate***
- **Total Project Income: *Will auto-calculate***
- **Total AHCMC Grant Award: *Will auto-fill***

**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 on behalf of {{Grantee}}, I certify that to the best of my knowledge, the information contained in this report is accurate.

*Left click, hold, and drag the mouse to sign.*

**\*Name:**

**\*Date:**

# Uploads

## **\*Financial Statements**

- Upload a Profit & Loss Statement for the grant period (January 1, 2021 – December 31, 2021), and a current Balance Sheet.

Contact Karen Judson, AHCMC Grants Program Manager, at (301) 565-3804, or [Karen.Judson@creativemoco.com](mailto: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.