

# FY23 Wheaton Cultural Project Grants (WCPG) Final Report Template for Organizations

**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.**

The report is due no later than of **March 1, 2024, at 11:59 p.m.** in SM Apply. **Please do not mail or hand-deliver any paperwork to the AHCMC office.** Please contact AHCMC grants staff with any questions.

## Grant Award Information

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

A grant in the amount of **{{ will auto-populate }}** for the period **January 1, 2023 – December 31, 2023** has been awarded by the Arts & Humanities Council of Montgomery County (AHCMC).

## Grantee Information

*The information in this section auto-filled from the FY23 WCPG award agreement. Please verify that the information below is correct and make any changes, if necessary.*

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

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

**\*Address:**

**\*City:**

**\*State:**

**\*ZIP Code:**

## Contact Information

*The information in this section auto-filled from the FY23 WCPG award agreement. Please verify that the information below is correct and make any changes, if necessary.*

**\*Contact Name:**

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

**\*Contact Phone Number:**

**\*Contact Email Address:**

**\*Name of Executive Director, CEO, Managing Director, or comparable position:**

**\*Title:**

**\*Phone Number:**

**\*Email:**

## 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 any obstacles encountered as a result of the ongoing effects of COVID-19.** (2,500 characters maximum with spaces)

**Use this space for any additional updates you would like to share.** (1,500 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 project expenses, including expenses that were paid for from sources other than the AHCMC grant award. (Review page 6 of the FY23 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. Asterisked expenses should clearly indicate how the AHCMC grant award of \$will auto-fill was allocated.**
- **Do not include "miscellaneous" or "contingency" expenses.**

Line Item	Description	Amount as entered in the FY23 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 with their monetary value.
- If you did not have in-kind items, indicate "N/A" across the first line item.

Line Item	Description	Amount as entered in the FY23 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 FY23 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>		<i>\$ Will auto-calculate</i>	<i>\$ Will auto-calculate</i>

**\*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 with their monetary value.
- If you did not have in-kind items, indicate "N/A" across the first line item.

Line Item	Description	Amount as entered in the FY23 application	Actual Amount
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
<b>Total In-Kind Income</b>		<i>\$ Will auto-calculate</i>	<i>\$ Will auto-calculate</i>

**Total expenses MUST EQUAL total income.**

- **Total Project Expenses:** *Will auto-calculate*
- **Total Project Income:** *Will auto-calculate*

**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 (income and expenses) for the grant period (January 1, 2023 – December 31, 2023), and a current Balance Sheet.  
Contact Takenya LaViscount, AHCMC Grants Director, at (301)-565-3805 x26, or [Takenya.LaViscount@creativemoco.com](mailto:Takenya.LaViscount@creativemoco.com) with any questions about the financial statements.

## **\*Work Sample(s)**

- Upload at least one and up to 10 work 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 grantee's work over the FY23 grant period.

## **Support Materials**

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