FY24 *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.**

The report is due no later than **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 **July 1, 2023 – June 30, 2024,** was awarded by the Arts & Humanities Council of Montgomery County (AHCMC).

Grantee Information

*The information in this section auto-filled from the FY24 AG award agreement. Please verify that the information below is correct and make any changes, if necessary.*

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

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

**\*Organization Address:**

**\*Organization City:**

**\*Organization State:**

**\*Organization ZIP Code:**

# Contact Information

*The information in this section auto-filled from the FY24 AG award agreement. Please verify that the information below is correct and make any changes, if necessary.*

**\*Contact Name:**

**\*Contact Title (i.e., Development Director):**

**\*Contact Phone Number:**

**\*Contact Email:**

**Alternate Grant Contact Name:**

**Alternate Grant Contact Title:**

**Alternate Grant Contact Phone Number:**

**Alternate Grant Contact Email:**

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

**\*Title:**
**\*Phone Number:**
**\*Email:**

# Mid-Year Report Narrative

Your responses should address your organization’s staff, Board, operations, service to the community, and financials.

**\*Provide an update to the project, including any accomplishments and/or challenges since receiving the FY24 grant.** (2,500 characters maximum with spaces)

**\*Have there been any significant changes to the project since receiving the FY24 grant, including changes as a result of the ongoing COVID-19 pandemic?**

* Yes
* No

**\*If yes, describe the changes, the reasons for the changes, and the impact on the project.** (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.

*Left click, hold, 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, 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 with any questions about the financial statements.

**Project Support Materials**

* Upload up to 10 samples that reflect any updates regarding the planning and/or design process. Samples can include but are not limited to updated consultant proposals and updated training bulletins.
* If the AHCMC grant covers payment for equipment and/or technology, submit an updated list of the items purchased so far and a list of the manufacturers/vendors.