

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.