

# FY24 *General Operating Support II* (GOS II) 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 GOS II 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 FY24 GOS II 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, programming, service to the community, and financials.

**\*Describe activities that have occurred, including notable accomplishments and/or challenges that the organization has experienced since receiving the FY24 grant. (2,500 characters maximum with spaces)**

**\*Have there been any significant programming, management, and/or financial changes to the organization since receiving the FY24 grant, including any obstacles encountered as a result of the ongoing effects of COVID-19?**

- Yes
- No

**\*If yes, describe the changes, the reasons for the changes, and the impact on the organization. (2,500 characters maximum with spaces)**

**Use this space for any additional updates you would like to share. (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 of Authorized Representative:**

**\*Title:**

**\*Date:**

# Uploads

## **\*Financial Statements**

- Upload a Profit & Loss Statement for the first two quarters of the FY24 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](mailto:Takenya.LaViscount@creativemoco.com) with any questions about the financial statements.

## **Work Sample(s)**

- Upload 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 organization's work thus far in the FY24 funding period.

## **Support Materials**

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