



Newfoundland and Labrador Arts Council

Final Report Form

This form may be used for the following programs. Please check the program you were funded under:

Professional Project Grants Program
Professional Festivals Program

Community Arts Program
School Touring Program

Professional Artists' Travel Fund
Labrador Cultural Travel Fund

FILE NUMBER:

NAME (of artist(s), group or organization):

CONTACT PERSON (if different from above)

MAILING ADDRESS:

CITY:

POSTAL CODE:

FAX:

PHONE: (H)

(C)

(W)

E-MAIL:

WEB SITE:

PROJECT TITLE:

BRIEF DESCRIPTION OF PROJECT:

PROJECT STARTED ON:

AND ENDED ON:

(Date)

(Date)

Narrative Report: Please answer the following questions and attach separately:

- 1) Briefly discuss the overall concept, planning, and the execution of your project. Include details such as who was involved, when it happened, and where it took place. Add comments on such things as: the reaction you have been getting to your project and/or the dissemination it has or will be given.
- 2) What challenges did you encounter completing the project? How were they resolved? Address any changes from your original proposal (e.g. dates, funding sources, personnel, program, etc.) If applicable, you may want to discuss the impact of a reduced grant on your project.
- 3) Discuss the relevance of the project to you and your artistic work.
- 4) Include samples of works that were completed as part of the project (e.g. writing samples, photographs of works, videos, CDs, DVDs, etc.) Also, attach any press clippings or promotional/marketing materials (poster, program, etc.)

Return completed final reports to:

Newfoundland and Labrador Arts Council

Mailing Address: P.O. Box 98, St. John's, NL, A1C 5H5

Office Location: The Newman Building, 1 Springdale Street, St. John's, NL

Phone: (709) 726-2212 Toll Free: 1 (866) 726-2212 (NL only)

Fax: (709) 726-0619 E-mail: nlacmail@nlac.ca

Financial Report: You must provide a **complete financial breakdown** for your **entire project**. However, you only need to include **copies of receipts** for the portion funded by the NLAC. (No receipts are required for living expenses.) You may attach a more detailed financial report on a separate sheet.

Expenditures (for the entire project)

Fees (indicate service and rate of pay)	\$
Living Expenses (maximum \$2,000/month)	\$
Materials/Consumables	\$
Equipment Rental (lighting, sound, etc.)	\$
Venue Rental	\$
Administration (office, publicity, etc.)	\$
Travel/Accommodations/Per Diems (modes of transportation, locations, duration, etc.)	\$
Other (specify)	\$

***Total project expenditures** \$

Revenue (for the entire project)

Newfoundland and Labrador Arts Council	\$
Revenue from other sources	
1)	\$
2)	\$
3)	\$
4)	\$
*Total project revenues (note: total project expenditures should equal <u>total project revenues</u>)	\$

Applicant's signature:

Date: