This report is to be completed by the Organizations that have received an Organizational Grant from the Elgin Cultural Arts Commission, due no more than 60 days after the close of the ECAC-funded project. Grantees are required to attend an ECAC meeting to present their final report; the final report documentation is due on the first Monday of the month at which the presentation is to take place.
GUIDELINES AND INSTRUCTIONS:

- Organizations must complete this final report no more than 60 days following the completion of the ECAC-funded project.

- If the project takes place in December, the final report is due no later than January 15 of the following year.

- Failure to submit the final report in a timely manner will jeopardize your organization’s consideration for future grants.

- Include all promotional materials used in conjunction with the project, showing where the ECAC’s logo was used.

- Include copies of receipts, canceled checks, etc to support your expenses in Section 3.

- The final report must be submitted on the first Monday of the month at which the organization’s representative plans to attend the ECAC’s meeting to present the report. The meetings are held on the second Monday of the month at City Hall.

CONTACT INFORMATION:

Phone: 847-931-6019
E-mail: Harris_A@cityofelgin.org
URL: www.cityofelgin.org/publicart
Address: 150 Dexter Ct, Elgin, IL, 60120
SECTION 1 - GRANTEE INFORMATION

Organization: ____________________________________________

Title of Project: _________________________________________

Total Grant Amount Awarded: ____________________________

Address: ______________________________________________

Telephone: ____________________________________________

Email Address: _________________________________________

Organization Website: _________________________________
SECTION 2: PROJECT SPECIFICS

Location and date(s) of performances, presentations, exhibits, classes, seminars, etc:
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Estimated attendance for each event and overall attendance:
_______________________________________________________________________________________________

Paid admission: __________________________ Complimentary Admission: __________________________

Ticket Prices:  Adult: _______________  Students: _______________  Seniors: _______________

Number of persons directly involved in the project: ________________________________________________

Number of artists directly involved in the project: _________________________________________________

Did this project encourage new works or innovative projects?  YES  NO

Did this project introduce the arts to new audiences?  YES  NO

Did this project serve the needs of the older generation, youth, handicapped, minorities, and/or other special communities? If “yes” explain how.  YES  NO

_______________________________________________________________________________________________
_______________________________________________________________________________________________

Briefly summarize the project as originally submitted to the Elgin Cultural Arts Commission.
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
Describe the project as it actually occurred, specifically noting any deviations from your original plan.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Indicate problems that you encountered and what you did to overcome them.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Signature of Authorizing Official       Date

_________________________________________     _______________________

Title           Date
SECTION 3: INCOME AND EXPENDITURES
Complete the attached spreadsheet to reflect your project’s income and expenditures. Attach copies of receipts, canceled checks, etc to support your expenses. If any of the categories do not apply to your project, simply ignore that line item.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artistic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical/Production</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Professional Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel/Transportation</td>
<td></td>
<td></td>
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<tr>
<td>Marketing/Promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials/Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance and Royalties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| INCOME                          |          |        |
| Admissions                      |          |        |
| Concessions/Publications        |          |        |
| Fees                            |          |        |
| Corporate/Business              |          |        |
| Grants                          |          |        |
| Foundations                     |          |        |
| Individuals                     |          |        |
| Other Income                    |          |        |
| **Total Income**                |          |        |