



FUNDING ARTS NETWORK, INC.

FINAL REPORT FORMAT

The following information must be submitted to FUNDING ARTS NETWORK, INC.,

Attn.: Michaela Segall, Grants Manager, P.O. Box 331864, Miami, Florida 33233-1864.

The FINAL REPORT must arrive *within thirty(30) days of the final performance or exhibition of the project or by July 30, 2018, whichever date is earlier.* Grantee's failure to submit a Final Report in a timely fashion may result in a loss of reimbursement for 10% of the Funded Amount.

1. **Summary of project results** (one page only)
 - Give date(s), time(s) and location(s) of activities or performances.
 - Provide the actual attendance/audience and program participants; compare with estimates in grant application.
 - List any other grants (grantor and amount) that were used for this project.
 - Explain how this project met (or did not meet) your expectations.
 - Summarize the results of any evaluations completed by audiences, students, teachers and/or other participants. (A representative sampling may be attached to your report.)
 - Attach press reviews of the project.
 - Note whether this project will be repeated, and if so, note any changes that will be made.
2. **Completed Certification Form must be returned with your Final Report (see attached form).**
3. **Attach copies of all written materials (press reviews, promotional materials, programs, etc.) and photographs taken at the event.**