



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, 2020, 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.