

PORTSMOUTH MUSEUM AND FINE ARTS COMMISSION  
CITY OF PORTSMOUTH  
FINAL REPORT  
**PROJECT GRANTS FOR ORGANIZATIONS**  
YEAR: FY \_\_\_\_\_

**FINAL REPORT INSTRUCTIONS**

Please do not return the completed form via fax or email! Original signatures and attachments are required.

Organizations receiving grant funding for a project or single concert are required to submit their final report within **thirty days** of completion of the project or concert.

Return the completed report to:

Portsmouth Museum and Fine Arts Commission  
Attention: Nancy S. Perry  
420 High Street  
Portsmouth, VA 23704  
757-393-8983

**On a separate piece of paper, please provide the following information IN THE ORDER SPECIFIED BELOW.**

**Please clearly title all pages, “Final Report – FY \_\_\_\_\_ Grants for Organizations”  
You may use this page as a checklist to ensure the report is complete.**

1. Grantee name, address, telephone and contact person.
2. Title of project.
3. Date(s) of activity, including start and end dates.
4. Briefly describe the project that took place. Include any significant changes that occurred in the project’s structure, budget, programming, staff, or physical location since the time the grant application was written. The report need not be lengthy but you may use as many pages as are necessary.
5. Total project cash income. Itemize all sources of funding for this activity, including MFAC grant total, income from your organization’s general operating budget that is devoted to this activity, earned income, local government support, foundation grants, corporate contributions, and cash donations from individuals. Please remember to give the grand total of all cash income for this activity.
6. Total project cash expenses. Please itemize all expenses.
7. Total number of artists participating in this project.
8. Total number of individuals who directly participated in this activity including attendance.
9. Of the total number attending, how many were using complimentary tickets?
10. Total number of arts events associated with the project.
11. Number of arts events associated with the project that took place outside of school, but which were specifically aimed at people under age 18. Also provide the number of in-school arts events, if any.
12. How did this project improve your capabilities in relation to artistic quality, community service, or management of your organization? Use as much space as needed.
13. Type the statement, **“I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate.”** Below this statement type the name, title and daytime phone of the person reporting, and provide an original signature.
14. Enclose any publicity material, press clippings, printed programs, reviews, articles, evaluation forms, or brochures regarding the project. Please highlight acknowledgment of Commission support in publicity materials you produced.
15. Return the completed report to the address listed above by the deadline provided.