

# FINAL REPORT

Professional Development Grant for *Arts Administrators*



First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Grant Awarded: \$ \_\_\_\_\_ Year Received: \_\_\_\_\_

**All individual recipients of Winnipeg Arts Council Grants are required to submit a final narrative report and financial report within one month of the project completion.**

***Please complete this form and attach:***

1. a brief **narrative description** of the project undertaken, noting any variances from what was approved in the original proposal, and reflecting on the impact of the grant in terms of:
  - *the short- and long-term impact on your career*
  - *public impact (if applicable)*
2. a **financial statement** with actual revenues and expenses (complete the Final Report ACTUALS column on the *Detailed Budget Template* submitted with your application)
3. samples of **printed materials** (programs, flyers, brochures) and **press materials** (articles, reviews) related to the project (if applicable)

***You may also include:***

4. a CD with jpeg images (300dpi) related to the project for Winnipeg Arts Council public relations use. Please include accompanying image credits: name, description of work/image, photographer, etc.

