

MARYLAND STATE ARTS COUNCIL  
FY 2009 ARTS IN COMMUNITIES GRANT FINAL REPORT

Instructions for completing the Final Report:

- The final report must be submitted **no later than 30 days after the completion of the project.**
- One completed copy of the final report with an original signature must be submitted.
- eGrant Instructions – ***for organizations that submitted their application in eGRANT.***
  - Follow these steps to access the final report in eGRANT:
    - Go to the MSAC’s web site – [www.msac.org](http://www.msac.org)
    - Click the eGRANT logo at the bottom of the homepage
    - Click the GO button next to 2009 Grant Applications, Requests for Funding, Interim and Final Reports
    - Type your existing login and password and click the LOGIN button
    - Locate your FY 2009 Arts in Communities application and click the green EDIT button across from the words Final Report
  - Complete and submit the final report in eGRANT. In addition, a paper version with an original signature must be hand-delivered or mailed to MSAC.
  - Address the paper version to: Angela Lohr, Maryland State Arts Council, 175 W. Ostend Street, Suite E, Baltimore, MD 21230.
- **MATCHING REQUIREMENTS:** Arts in Communities grants must be matched dollar-for-dollar. Matching funds may include donations, ticket sales, grants or contributions from businesses or non-state government agencies, and/or the applicant organization’s cash contribution to the proposed arts activities\*. In-kind/donated\* goods or services may also be used to match MSAC requests\*, but they may not represent more than 25 percent of the total budget. Funds from other Maryland state government sources cannot be used to match a MSAC grant.
- **IN-KIND CONTRIBUTION REPORT:** One In-Kind Contribution Report must be completed and submitted for each donor that provided in-kind contributions.
- Supplementary materials and other documents (e.g., brochures, flyers, videotapes, photos, etc.) should be mailed directly to Shirley Howard, Arts in Communities Program Director, Maryland State Arts Council, 175 W. Ostend Street, Suite E, Baltimore, MD 21230.
- Questions regarding the final report may be directed to Angela Lohr, Assistant Grants Administrator, at (410) 767-6557.

**MARYLAND STATE ARTS COUNCIL**  
FY 2009 (July 1, 2008 through June 30, 2009) Final Report  
Arts in Communities Grants

**DUE DATE: 30 days after the project is complete**  
*Grantees completing the final report in  
eGRANT must hand-deliver or mail  
one signed copy of the report to MSAC.*

Organization:  
MSAC Grant Number:  
Grant Amount: \$

1. Please describe the funded arts activities. You may attach one 8 ½" x 11" sheet of paper.

For numbers 2-6 below, check the box if 50% or more of your organization's Arts in Communities grant was directed to one or more of these purposes.

2.  Accessibility: Grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.
3.  International: Programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.
4.  Presenting/Touring: Grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas.
5.  Technology: Grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.
6.  Youth at Risk: Grants or services designed primarily to serve at-risk youth.

7. Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Please check the item(s) that best applies to this grant.

01 50% or more of this project's activities are arts education directed to

- A. K-12 students
- B. Higher education students
- C. Pre-kindergarten children
- D. Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to

- A. K-12 students
- B. Higher education students
- C. Pre-kindergarten children
- D. Adult learners (including teachers and artists)

99 None of this project involves arts education

8. Total Number of Individuals Benefiting \_\_\_\_\_

The total number of artists participating, children and youth benefiting, and other direct beneficiaries and participants.

9. Total Number of Artists Participating \_\_\_\_\_

The total number of artists directly involved in providing art or artistic services. Include living artists whose work is represented, regardless of whether the work was provided by the artist or by an institution.

10. Total Number of Children/Youth Benefiting \_\_\_\_\_

The total number of children and youth (including people under 18 years old, students, participants, and audience members) benefiting directly.

11. Total Amount of In-Kind Contributions \$\_\_\_\_\_

The estimated dollar value of services or materials contributed. These services or materials may be of almost any nature, but they should never include cash contributions.

12. Budgetary Summary. In the space below, please list the actual cash expenses and cash income related to the funded arts activities. **Please refer to the Arts in Communities Guidelines regarding matching requirements.**

CASH EXPENSES		CASH INCOME	
		In-Kind/Donated	
		MSAC Grant	
TOTAL CASH EXPENSES		TOTAL CASH INCOME	

I certify that all information contained in this report is true and accurate.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

## IN-KIND CONTRIBUTION REPORT

Report of Services Rendered, Goods Donated, & Facilities Provided to Grantee

*Complete one report for each donor that provided In-Kind Contributions*

Project:	
Donor Name:	
Donor Address:	
Donor Signature:	
Donor Title:	
Phone Number:	

Date(s) services were performed, goods were donated, or facilities provided for project: \_\_\_\_\_

\_\_\_\_\_

List of Services Rendered		
By:	Hours:	\$
By:	Hours:	\$
By:	Hours:	\$
By:	Hours:	\$
By:	Hours:	\$
	Total Services	\$
List of Goods Donated		
Item:		\$
Item:		\$
Item:		\$
Item:		\$
Item:		\$
	Total Goods	\$
List of Facilities Provided		
Place:		\$
Place:		\$
Place:		\$
Place:		\$
Place:		\$
	Total Facilities	\$
<b>TOTAL VALUE (Total Services + Total Goods + Total Facilities)</b>		<b>\$</b>

Approved By:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_