



**FY 2010 INTERIM REPORT  
GRANTS FOR ORGANIZATIONS TRACK I  
GENERAL OPERATING GRANTS**

Instructions for completing the Interim Report:

1. **eGRANT deadline: January 29, 2010.** Interim reports must be successfully submitted in eGRANT no later than 5:00 PM on **January 29, 2010**. If you do not successfully submit the interim report by 5:00 PM, you must contact MSAC.
2. Follow these steps to access and complete the interim report in eGRANT:
  - a. Go to MSAC's web site – [www.msac.org](http://www.msac.org)
  - b. Click the eGRANT logo at the bottom of the homepage
  - c. Click the **"Reports for ALL Grant Types"** GO button
  - d. Type your existing login and password and click the LOGIN button
  - e. Locate your FY 2010 application and click the green EDIT button across from the words Interim Report
3. Financial summary statements and/or independent external audits are not a required part of the interim report.
4. **In addition, the following documents must be delivered to MSAC by 5:00 PM on February 5, 2010 or officially postmarked before midnight on February 5, 2010:**
  - a. A paper version of the Interim Report PDF with an original signature.
  - b. Samples of your organization's FY 2010 marketing materials including brochures, invitations, announcements, and newsletters. These materials will be used to verify your compliance in acknowledging your MSAC grant as specified in the grant agreement and the Grant Recognition Guidelines.
5. Questions regarding the interim report may be directed to Angela Lohr at 410-767-6557 or [alohr@msac.org](mailto:alohr@msac.org)

**PLEASE NOTE: A satisfactory interim report must be submitted before the remainder of your organization's FY 2010 grant will be released.**

<p style="text-align: center;">MSAC STAFF USE ONLY</p> <p>GFO 2010/_____</p> <p>\$</p>
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**MARYLAND STATE ARTS COUNCIL**

FY 2010 (July 1, 2009 through June 30, 2010) Interim Report

<p>eGRANT DEADLINE: <b>JANUARY 29, 2010</b></p> <p>Successfully submitted in eGRANT before 5:00 PM on January 29, 2010.</p>	<p>PAPER VERSION DEADLINE: <b>FEBRUARY 5, 2010</b></p> <p>Delivered to MSAC by 5:00 PM or officially postmarked before midnight on February 5, 2010.</p>
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Organization:

**A. NARRATIVE:** The answers to the narrative section may not exceed two pages.

1. Since the award of your FY 2010 General Operating grant, has your organization’s administrative operations and/or arts activities changed substantially?  Yes  No

If “Yes,” please explain the changes.

2. Please provide a brief progress report on your organization’s activities and finances since the grant award date (July 1, 2009).

**B. BUDGET**

**Instructions:**

1. Current Budget – CY 2009 or FY 2010: The numbers in this column should reflect expenditures and income for your organization’s current fiscal year. If your organization operates with the fiscal year January 1 through December 31, base your information on calendar year (CY) 2009. If your organization operates with a fiscal year that begins on a date other than January 1 and ends on a date other than December 31, base your information on fiscal year (FY) 2010.
2. Spent/Received – July 1, 2009 through December 31, 2009: The numbers in this column should reflect your organization’s financial activity for the months of July 1, 2009 through December 31, 2009. If no financial activity has occurred, please insert a zero (0). **DO NOT LEAVE THIS COLUMN BLANK.**

Budget Summary	Current Budget – CY 2009 or FY 2010	Spent/Received – July 1, 2009 through December 31, 2009
Expenses		
General Administration/Operations	_____	_____
Programs/Projects/Grants	_____	_____
Non-Allowable Expenses*	_____	_____
<b>TOTAL EXPENSES</b>	_____	_____
Income		
Earned Income	_____	_____
Individual Support	_____	_____
Corporate Support	_____	_____
Foundation Support	_____	_____
Government Support		
1. MSAC GFO Grant	_____	_____
2. Other MSAC Grants+	_____	_____
3. National Endowment for the Arts	_____	_____
4. County Government	_____	_____
5. City Government	_____	_____
6. Other – specify	_____	_____
Non-Allowable Income**	_____	_____
<b>TOTAL INCOME</b>	_____	_____

\*Non-Allowable Expenses are: re-granting; acquisition of capital assets; allocations to cash reserves; capital improvements; depreciation; deficits; bad debt; in-kind expenses; loan principal payments; contributions to endowments or scholarships awarded by the applicant organization for its own activities.

+Other MSAC Grants may include, but are not limited to: Arts in Education, Arts in Communities, *ARTvantage*, Capital Region Performing Arts Touring Program, Technical Assistance, Technology Enhancement, Maryland Traditions, etc.

\*\* Non-Allowable Income sources are: loans; carryover; transfer of funds earned in prior years; unrealized gains/losses; in-kind income; revenue raised for capital or endowment funds or funds intended for the purpose of re-granting.

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

Signature \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_