



PROJECT REPORT – FORM B

Use this form to report on grants from the following programs: **Visual Artists, Media Artists, Music Creators & Composers, Writers, and Playwrights**. Individual artists reporting on Dance Projects must complete Project Report Form A.

Reports must be submitted within three months of the project completion. Applications for future grants will not be accepted until reports on previous grants have been received and approved by TAC.

SECTION A: IDENTIFICATION

Principal Applicant

Last Name _____ First Name _____

Co-Applicant (if applicable)

Last Name _____ First Name _____

Principal applicant's contact information

Address: _____ City: TORONTO Postal Code: M_____

Telephone (include area code): _____ E-mail: _____

SECTION B: GRANT INFORMATION

GRANT PROGRAM: (check one)

Music Creators & Composers Visual Artists Media Artists Writers Playwrights

Year in which you applied: _____ Grant amount: \$ _____

Title of Project: _____

SECTION C: WRITTEN REPORT AND ATTACHMENTS

Attach the following information, as appropriate, describing how you used the grant.

Written reports: Written reports should include the following information, as appropriate for your discipline. A synopsis of the form and content of your project. Whether you achieved your artistic goals. Artistic personnel involved. Whether you completed the project, or, if not, what stage the project is at. Whether the project changed from your original proposal and if so, how. If completed, whether the project has been published, exhibited, produced or presented.

Financial Statements: Recipients who spent their grant entirely on subsistence, do not need to submit a financial statement, but should include this information in their written report. Media Artists who used their grants for production are required to submit financial statements with their reports.

Attachments: Please include samples of any printed materials (programs, flyers, pamphlets for performances, screenings or exhibitions) and copies of press materials (reviews, articles) related to your project. Composers are also required to include a CD or copy of the score and/or lyrics of the funded project. Playwrights are required to include a copy of the script.

SECTION D: DECLARATION

I certify that the grant has been spent for the purposes outlined in the Toronto Arts Council grant notification letter.

Signature (*Principal Applicant*) _____ Date: _____