

## INSTRUCTIONS - PROJECT REPORT - FORM A

Grant recipients are required to file a report that covers the artistic, administrative and financial aspects of their project within three months of the project's completion. Applications for future grants will not be considered until reports on previous grants have been received and approved by TAC.

The report must include information on the purpose and goals of the project and an evaluation of the extent to which the goals were met.

### A complete project report includes:

- 1 TAC Project Report Form A completed in full. *This form is found on the second sheet of this Excel document. (See tabs at bottom left of page.)*  
Section A Identification: Grant Recipient  
Section B Project Details - Location(s) and Community Partnerships  
Section C\* Project Statistics: Projected (*figures from application form*) and Actuals  
Section D\* Project Financials: Original Budget (*figures from application form*) and Final Statement (*actual revenue and expenses*).  
*\* If you have the Financial/Statistical form from your application, use can use it for Section C and D.*
- 2 On attached sheets, provide a brief report on your project, including the following information:
  - Synopsis of the form and content of your project.  
*Include info on your creative process, where applicable.*
  - Purpose of your project and the goals you set out to achieve.
  - Evaluation of the extent to which your goals were met.
  - Marketing (*if applicable*): Identify your intended audience and describe publicity and audience outreach activities.
  - Names of organizers, artists, and other key persons involved in project.
  - If your Actual revenue and expenses result in a surplus of more than \$100, include a statement indicating how you plan to use it.
- 3 Samples of marketing, outreach and promotional materials from your project.  
Do not include posters.
- 4 Optional: You may include copies of press coverage (e.g. reviews, articles) related to your project, if applicable. Maximum 3 pages.

Submit your project report by mail.

If you have questions, please contact:

- |                                |    |                                   |
|--------------------------------|----|-----------------------------------|
| Grants Assistant Norma Garcia  | or | Grants Assistant Rachel Feldbloom |
| ➤ 416-392-6802 ext 222         |    | ➤ 416-392-6802 ext 205            |
| ➤ norma@torontoartscouncil.org |    | ➤ rachel@torontoartscouncil.org   |

**Project Report Form A should be used by all organizations and collectives reporting on Project grants (all disciplines) and by individual artists reporting on Dance Projects.**

Individual artists reporting on grants in other disciplines (writers, playwrights, composers, visual artists, media artists) should use Project Report Form B.



**SECTION A: IDENTIFICATION - Grant Recipient**

Recipient Name (*organization or individual to whom grant cheque was written*):

\_\_\_\_\_

Address: \_\_\_\_\_ City: TORONTO Postal Code: M

Include suite number

Telephone: \_\_\_\_\_ Fax (dedicated line only): \_\_\_\_\_

Include area code

Include area code

Email: \_\_\_\_\_ Website: www. \_\_\_\_\_

Who submitted this report?

Name Title Telephone number

Title of Project: \_\_\_\_\_

Dates of Project: \_\_\_\_\_

Year of original application: \_\_\_\_\_

(i.e. The year you applied for the grant on which you are reporting.)

**SECTION B: PROJECT DETAILS - Location(s) and Community Partnerships**

**LOCATION OF PROJECT**

List the location(s) used for all activities included in your project. (*City is not required, since all projects take place in Toronto.*)

Venue Name and Street Address	Postal Code

**SECTION B: PROJECT DETAILS - Location(s) and Community Partnerships (continued)**

**COMMUNITY PARTNERSHIPS**

Did your project involve partnerships with community facilities or organizations such as libraries, parks, or community centres?

Yes \_\_\_\_\_ No \_\_\_\_\_

A "community partner" is defined as a community facility or organization (e.g. library, park, community or health centre, etc.) that has provided financial or in-kind support or other type of assistance that has enhanced your project. Do not include corporate sponsors, foundations or government funders.

If yes, list names of community partner organizations and/or facilities below. Attach additional pages if necessary.


**SECTION C: PROJECT STATISTICS**

Complete this section OR use the Financial/Statistical form from your application.

Both columns must be completed.

**PROJECTED                      ACTUAL**

**NUMBER OF MEMBERS - Board or Collective**

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**PAID PROJECT PARTICIPANTS**

Number of persons

Artistic / Production / Exhibition / Technical Positions

Administrative Positions	

**ARTISTIC PROGRAMMING AND ATTENDANCE**

Both columns must be completed.

**PROJECTED                      ACTUAL**

Number of Performances (including readings and works-in-progress)

Total Attendance at these performances


Number of Exhibitions

Total Attendance at these exhibitions


Number of Screenings

Total Attendance at these screenings


Number of Community Arts Projects

Total participants in these community arts projects


**SECTION E: PROJECT FINANCIAL STATEMENT**

Complete this section OR use the Financial/Statcal form from your application.

**RECIPIENT NAME:** \_\_\_\_\_

Round all figures to closest dollar.

**ORIGINAL BUDGET FINAL STATEMENT**

Figures from application form Actual Revenues

Both columns must be completed.

**REVENUE**

**Earned Revenue**

Admissions / Box Office		
Fees		
Workshop / Classes / Conference receipts		
Other Earned Revenue (specify)		
<i>Total Earned Revenue</i>		

**Private Sector Revenue**

Individual Donations		
Corporate Donations		
Corporate Sponsorships		
Foundation Grants/Donations		
Fundraising Events (gross)		
Other Private Sector Revenue		
<i>Total Private Sector Revenue</i>		

**Government Revenue**

Federal

Canada Council		
Department of Canadian Heritage		
Other Federal		

Ontario

Ontario Arts Council		
Ministry of Culture		
Ontario Trillium Foundation		
Other Ontario Provincial		

Municipal

<b>Toronto Arts Council</b>		
Other City of Toronto		
Other Government (specify)		
<i>Total Government Revenue</i>		

<b>TOTAL REVENUE</b>		
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RECIPIENT NAME: \_\_\_\_\_

Round all figures to closest dollar.

**ORIGINAL BUDGET    FINAL STATEMENT**

*Figures from application form    Actual Expenses*  
Both columns must be completed.

**EXPENDITURES**

**Artistic, Production, Technical Expenditures**

Artists' Fees		
Artistic Salaries		
Production / Technical Salaries/Fees		
Exhibition / Programming Salaries/Fees		
Catalogue / Publication / Documentation		
Other Artistic / Production / Technical Expenditures: <i>use lines below for breakdown.</i>		
<i>Total Artistic/Production/Technical Expenditures</i>		

**Administration/Marketing/Fundraising Expenditures**

Administrative Fees		
Marketing/Promotion		
Fundraising		
Fundraising Events (gross)		
Other Fundraising		
Other Project Expenditures: <i>use lines below for breakdown :</i>		
<i>Total Administration/Marketing/Fundraising Expenditures</i>		

**TOTAL EXPENDITURES**

**SURPLUS/DEFICIT**
