

# DECENTRALIZATION GRANT REPORT FORM

Please mail with attachments to:  
Community Arts Partnership, 116 N. Cayuga St, Ithaca, NY 14850

## **Due before or no later than November 1<sup>st</sup> if:**

your organization is applying for a grant in October for the next calendar year.  
We need this report by November 1<sup>st</sup> for review of your upcoming request. .

## **Due no later than December 15th if:**

your organization is not applying for a Decentralization grant in the upcoming year

When answering #7 through #13, please retain the italicized part of the question.

Handwritten reports will not be accepted.

1. Year in which you were funded:
2. Organization:
3. Grant Amount:
4. Name of Project Funded:
5. Person Completing Report:
6. Telephone(Day) and E-mail:
7. *Has your project occurred yet?* (If no, please complete the parts of this report that you can. Then please send full report after your project is completed. (but no later than December 15th))
8. *Please list all dates, times and locations of your event and estimate the number of people attending.* For example: March 14<sup>th</sup>, 2006, Ithaca Commons, 75 attendees
9. *Did the number of attendees meet your expectations?* (If no, please elaborate.)
10. *Does your project differ in any (significant) way from the description in your grant application with regard to scope, number of attendees, professionalism, etc. If so, please describe those.*
11. *List the professional artists participating in the program* (just the paid artistic staff).
12. *On your request to CAP for your grant:*
  - What was the figure for anticipated expenses?* (just the total):
  - What was the figure for anticipated income?* (just the total):
  
  - What were the actual expenses for your project?* (just the total):
  - What was the actual income?* (just the total):
13. *If there were significant discrepancies between anticipated and actual income or expenses, please go into detail. For example, which costs were more than you anticipated, what income did you expect that did not come through, or where did you save money...*
14. *Any other comments about your project?*

**ATTACHMENTS:** Please send one copy of each of your publicity materials such as programs, posters, postcards, mailings. You do not need to include press releases or paid ads.