

GAP GRANT REPORT FORM

Please mail to: Community Arts Partnership, Center Ithaca PMB 107, 171 E. State Street, Ithaca, NY 14850 You can e-mail to: programs@artspartner.org

Due before or no later than November 1st if:

your organization is applying for a grant in October for the next calendar year.
We need this report by November 1st 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 #8 through #15, please retain the italicized part of the question so we know which question you are answering.
- Handwritten reports will not be accepted.

1. Year in which you were funded:

2. Organization:

3. Grant Amount:

4. Name of Project Funded:

5. Has the contact person for your organization changed? If yes, please list the new contact person name and e-mail. This is the person that will get notification for the next grant deadline.

6. Person Completing this Report:

7. Telephone (Day) and E-mail:

8. *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)

9. *Please list all dates, times and locations of your event and estimate the number of people attending.* For example: March 14th, 2011, Ithaca Commons, 75 attendees

10. *Did the number of attendees meet your expectations?* (If no, please elaborate.)
If not, why do you think attendance was low?

11. *Does your project differ in any (significant) way from the description in your grant application with regard to scope attendees, professionalism, etc. If so, please describe those.*

12. *List the professional artists participating in the program (just the paid artistic staff).*

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...*

15. *Any other comments about your project?*

ATTACHMENTS: Please mail or e-mail a couple pieces of your publicity materials such as programs, posters, postcards, mailings. You do not need to include press releases or paid ads.

NOTE: IF YOU HAVE ALREADY SUBMITTED THE ABOVE MATERIALS in October for your recent GAP application, we do not need to submit them again for this final report. It all goes into the same folder.