

**Arts Foundation of Cape Cod  
Final Report Form for Organizational Projects**

1. Organization Information (this information is kept confidential):

Name: \_\_\_\_\_ Number of annual visitors: \_\_\_\_\_  
Number of members: \_\_\_\_\_  
Address: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_  
Number of staff members: Full time \_\_\_\_\_  
Part time \_\_\_\_\_  
Annual budget size: \_\_\_\_\_

2. Brief statement of project for which grant was awarded.

3. Status of Grant Funds:

a. Total project budget \$ \_\_\_\_\_ . \_\_\_\_\_  
b. Total amount of grant award \$ \_\_\_\_\_ . \_\_\_\_\_  
c. Total grant expenditure \$ \_\_\_\_\_ . \_\_\_\_\_

\* Please provide documentation supporting the payment of appropriate expenditures of the grant award. The total of receipts must equal or exceed the amount of the AFCC grant.

Important: You must return any unexpended funds to the AFCC

4. Please give a description of how this grant benefited your organization or project. Please include information about who was served by this project (i.e. artists, youth, seniors, community, etc.). Did the project accomplish what you had hoped? If not, what was learned to improve future programs? *Please note that your information may be quoted in the Arts Foundation of Cape Cod 's public relations materials.*

5. It is a requirement of the grant award to recognize the AFCC and display its logo in all publicity materials throughout the year in which the grant is made. Please refer to acceptance form and acknowledgment requirements provided at the time you received your grant. Please detail how the AFCC funding was acknowledged publicly and provide samples documenting the AFCC's support.

6. We would very much appreciate any photographs about the project funded by the AFCC for possible use by the AFCC in communication materials. Please send either digital photographs or .jpeg images to: [info@artsfoundation.org](mailto:info@artsfoundation.org). Submission of photographs and/or images constitutes permission to full use of photograph and/or images by the Arts Foundation of Cape Cod. This report is due to the AFCC by September 30, 2010. Project extensions must be requested by September 1, 2010.