

FINAL REPORT INSTRUCTIONS – FY2018 PWC Arts Grants

General Operating Grant and Stability Grant Award Recipients

The purpose of this report is to provide information to Prince William County for each grant distributed to an arts organization. For Stability and General Operating Grants, submit this report to the Arts Recreation Specialist **no later than July 13, 2018**. Grantees who fail to complete this report by the deadline risk receiving any future Prince William County funds.

All grantees must submit financials by the deadline, covering the grant period July 1, 2017 – June 30, 2018, regardless of the organization's fiscal year. ***In addition, General Operating grantees with annual budgets over \$250,000 are required to submit an audited financial statement concluding their organization's fiscal year-end.**

Please provide answers to all of the questions for your organization's grant category, following the numbered sequence. Identify your answers with both the heading and number of the section. Use a typeface of 10 points or larger. Use only 8 1/2" x 11" pages typed on one side. **Be sure to label the top of each page of the report with the Organization Name and the Page Number.**

1. Type Grantee Information: Organization Name, Address, and Organization Contact– Name & Title, Email address and Telephone number.
2. Type FY18, Name of Grant received, and total amount of grant awarded. Information concerns only PWC Arts Grants, DO NOT include any information regarding VCA Government grant.
3. List all of activities during the grant year (July 1, 2017, to June 30, 2018) – including performances, classes, workshops, public exhibits, etc. Identify each activity by the following:
 - Name and Date of event
 - Total Number of Attendees at each activity
 - Total Number of Artists/Members who participated
4. Describe the effect this FY2018 grant had on your organization.
5. Attach samples of printed programs, reviews, evaluation forms, brochures regarding the funded grant year July 1, 2017 – June 30, 2018.
6. For Stability and General Operating Grantees Only: Submit financial report/ profit and loss report for the grant period July 1, 2017 – June 30, 2018 (*additional statement may apply).
7. Type the statement, "*I hereby certify that, to the best of my knowledge, all information in this Final Report is complete and accurate.*" Below this statement, please type the Name, Title, Daytime Phone, and Original Signature of the person submitting the report with a signed date.

Submit your completed report by mail or email no later than July 13, 2018:

Arts Recreation Specialist
PWC Dept. of Parks and Recreation
14420 Bristow Rd.
Manassas, VA 20112
703-792-8782
tlewis2@pwcgov.org