



MCA MATCHING FUNDS GOS INTERIM GRANT REPORT

(FORM TO BE USED FOR RECIPIENTS OF MCA GENERAL OPERATING SUPPORT GRANTS)

GRANT REPORT GUIDELINES

- A. All MCA grant award recipients must complete and submit an Interim Grant Report Form as indicated on the applicants' grant contract and prior to any new application considerations. **The Final Grant Report due date is listed on the applicants grant contract.**
- B. Applicants are not permitted to apply for future funding until all reports from the applicant's most recent grant award has been submitted to, and accepted by the Arts & Culture Office. Failure to submit an Interim and Final Grant Report will make recipients ineligible for future funds.
- C. Save this document to your computer and a hard copy for your files. Email questions to arts@middletownct.gov

APPLICANT INFORMATION:

Applicant Name:
(Indv./Org./Group Name)

Applicant Title:
(Person of Contact)

Mailing Address: City/State/Zip:

Applicant Phone #:

Applicant Email(s):

Applicant's Sponsor Name:
(When Applicable)

GRANT INFORMATION AND SUMMARY:

Award Date: <i>(Refer to your grant contract.)</i> <input type="text"/>	Grant Award Amount: <input type="text"/>	Total GOS Budget/PSG Cost: <input type="text"/>
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Briefly describe the project/purpose for which the grant funds were used:



PROJECT/EVENT INFORMATION:

Is there a specific project is included in this GOS funding period, and/or an ongoing project happening throughout the programming season that you would like to highlight? If so, please complete the details below.

Project/Event Title:

Lead Artist & Title:

Project/Event Date/s:

Location of Project/Event:

Participant Involvement:
(List the number of people who are participating in presenting your event/project/programming and list their titles (i.e. Artistic staff, cast members, volunteers, and etc.).

Total # Participants:

INCOME SOURCES FOR PROJECT:

*Please provide a SNAPSHOT of amounts and sources of funds received for GOS.
 Examples: Grants, donations, ticket sales, concessions, fundraisers, and misc.*

MCA Grant Awarded Amount →	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total (Actual Income Sources for Project)	\$ <input type="text"/>

EXPENSES FOR PROJECT:

*Please provide a SNAPSHOT of amounts expended on the project or GOS and how you are utilizing grant funds.
 Examples: Admin Salaries, Artist fees, technical staff, rental, marketing/PR, printing, equipment, travel, and misc.*

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total (Actual Expenses for Project)	\$ <input type="text"/>



QUESTION #1. PUBLICITY STRATEGY:

Describe the manner in which you are promoting your project and/or programming. List all methods, marketing tools, website and social media addresses that are currently being used for advertising. Please attach all printed poster, event flyers and publications to this report.

QUESTION #2. STATUS REPORT:

Please answer all of the following questions.

1. Briefly explain how your programming is evolving with support of grant funds? 2. Explain how the organizations' programming is achieving and fulfilling its projected community impact for Middletown citizens. 3. Has your project been modified to a socially distanced or online platform?



Certification Statement: I certify that to the best of my knowledge, all information presented here is truthful and correct. I understand that willfully providing incorrect or misleading information will result in forfeiture of outstanding grant funds and for future funding.

Applicant Name/Title:

Applicant Signature:

Date:

ORGANIZATION NAME:

SUBMIT:
Staff will confirm receipt of report by email.

Postal mailed or hand delivered to:
ATTN: City of Middletown Arts & Culture Office/MCA
Room B-11, Municipal Bldg.,
245 DeKoven Drive
Middletown, CT 06457

Electronically mailed to:
ATTN: City of Middletown Arts & Culture Office/MCA
arts@middletownct.gov

OFFICE USE