

**United Arts Appeal of Chautauqua County
PROJECTS POOL GRANTS PROGRAM
Report for Artists
Funding Year 2023**

Name: _____

Title of Project: _____

Amount of Funding Received: _____

Date of Report: _____

Address: _____

Phone: _____

Email: _____

This FINAL REPORT is due December 31, 2023.

TO SUBMIT YOUR REPORT:

COMBINE all listed documents into a single PDF labeled “*(Your Name) 2023 UAA Grant Report.pdf*”

DOCUMENTS to include, as described later:

This report

Any publicity for your project

Your project budget

Include separately an image (jpg or png) related to your grant that the United Arts Appeal could use for publicity, labeled as **2023 (Your Name) image**

EMAIL this pdf file with an email subject line of: **2023 (Your Name) UAA Grant Report to:**
uaaofcc@gmail.com

Please answer the questions that follow and provide any additional information necessary to support your final report. Remember to keep a copy of your completed report for your records.

1. Briefly describe the project for which you received a grant:

2. Did you complete the project as specified in your application?

3. If you did not complete this project as specified in the agreement, how did it differ from the

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original vision or plan?

4. **Budget:** Please itemize how you spent the money you were awarded and include copies of all appropriate bills and receipts:

5. **To verify that you have spent the money you were awarded for the purpose it was granted, please include documentation such as:**

- Photos of work completed through the grant: **visual art** – photos or videotapes of work; **literary work** – chapbooks or copies of actual publications; **musical** – link to YouTube video of work.
- Invoices for equipment purchased.
- Before and after photos, if appropriate, where construction is specified.
- Letters from galleries, publications, or other organizations accepting your work.
- Any advertising or articles on work related to the grant that has been in newspapers, journals, or magazines. *Printed materials should show credit to the United Arts Appeal.*
- Any other form of verification of work completed under the grant.

6. In a separate attachment, please include an image (jpg or png) related to your grant that the United Arts Appeal could use for publicity. Label as **2023 (Your Name) image** and **write a photo caption here** that would briefly describe the image as well as the project that was funded.

7. If any exhibits, presentations, programs or services were related to your funded project, list them here, with dates and estimated attendance, including those attending from outside Chautauqua County, if known:

<u>Date</u>	<u>Exhibit/Presentation Location</u>	Approx. Total <u>Attendance</u>	If Held within Chautauqua County, Approx. Out-of- <u>County Attendance</u>
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8. Do you have any suggestions for improvements or changes in the Projects Pool Grants Program?