

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

Name of Organization: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Amount of Funding Received: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**This FINAL REPORT is due December 31, 2023.**

**TO SUBMIT YOUR REPORT:**

**COMBINE** all listed documents into a single PDF labeled ***"(Your Organization Name" 2023 UAA Grant Report.pdf"***

**DOCUMENTS to include, as described later:**

This report

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 and label as **2023 (Your Organization Name) image**

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

**CERTIFICATION:**

By submitting this report you are certifying that you have the authority to represent the organization and that, to the best of your knowledge, the information contained here is accurate.

Report submitted by:

Name and Title

Date

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

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 original vision or plan?
  
4. List of specific programs/services for which funding was received, including schedule of events and other relevant dates and estimated attendance, including those from outside Chautauqua County, if known:

<u>Date</u>	<u>Program/Service</u>	<u>Approx. Total Attendance</u>	<u>Approx. Out-of-County Attendance</u>
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5. Describe methods used to publicize your organization's funded program. Attach copies of press coverage and other materials, such as programs or brochures.
  
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 Organization Name) image** and **write a photo caption here** that would briefly describe the image as well as the project that was funded.
  
7. Detail your project budget, use additional sheets as needed. Include:
  - ✓ Total expenses (supplies, space or equipment rental, advertising, etc.)
  - ✓ Itemize personnel expenses by category (administrative, artistic, technical, etc.)
  - ✓ Earned income (admissions, fees, concessions)
  - ✓ Unearned income (contributions, grants, other)
  - ✓ Surplus or deficit
  
8. Do you have any suggestions for improvements or changes in the Projects Pool Grants Program?