



**Lackawanna County  
Arts and Culture 2018 Community Project Grant  
Final Report Form**

2018 Community Project Grant recipients must complete a final report within 30 days after the grant project has taken place. The 2018 Community Project Grant Final Report is available online at [lackawannacounty.org](http://lackawannacounty.org) under the tab Administration, Arts and Culture. Grant recipients will not be eligible for future grants if a final report is not submitted. If you have any questions regarding the final report, please contact Maureen McGuigan, Deputy Director of Arts and Culture at 570-963-6590 ext.102 or [mcguiganm@lackawannacounty.org](mailto:mcguiganm@lackawannacounty.org) .

Individual or organization (recipient) \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

e-mail address \_\_\_\_\_

website if applicable \_\_\_\_\_

Grant amount received \_\_\_\_\_

Project start and end date \_\_\_\_\_

Total attendance at event or events \_\_\_\_\_

Please submit a final narrative of no more than 2,000 words answers the following questions:

- Project start and end date.
- How the grant money was spent.
- Total attendance at event or events.
- Who the event was geared toward.
- If possible, the composition of the audience in terms of sex, ethnicity, and geography (where they from the community or outside?)
- Who the community partner(s) were and what was gained by the partnership.
- Were there any changes in the grant execution from the original proposal?
- How you believe this project connected to the audience and the community.
- Any unexpected challenges.
- If you would like, please feel free to share any highlights or anecdotes that you found particularly meaningful.

**Final reports should be submitted via e-mail, fax or US mail Application will not be eligible for 2019:**

email [arts-culture@lackawannacounty.org](mailto:arts-culture@lackawannacounty.org)

or

Lackawanna County Arts and Culture  
Electric City Trolley Museum  
300 Cliff Street  
Scranton, PA 18503

fax: 570.963.6447





**2018 Community Project Grant Final Budget Report**  
(Indicate income and expenses associated ONLY with this project)

**Third year applicants must show a 50% cash match of the amount requested**

You may also complete the budget section on separate sheet of paper or excel sheet if you prefer.

**INCOME:** Use the space to the right of each line item to provide and explanation of the line (if necessary) .

Lackawanna County Arts and Culture Grant	\$ _____	_____
Corporate Support	\$ _____	_____
Foundation or Grant Support	\$ _____	_____
Government Support	\$ _____	_____
Individual Support	\$ _____	_____
Admissions	\$ _____	_____
Concessions or Merchandise	\$ _____	_____
Other (please explain)	\$ _____	_____
<b>Total Income</b>	<b>\$ _____</b>	

**EXPENSES:** Use the space to the right of each line item to provide and explanation of the line (if necessary)

Artist Fees	\$ _____	_____
Administrative Fees	\$ _____	_____
Technical	\$ _____	_____
Space Rental	\$ _____	_____
Travel	\$ _____	_____
Advertising/Marketing	\$ _____	_____
Other (please specify)	\$ _____	_____
<b>Total Expenses</b>	<b>\$ _____</b>	

**IN-KIND CONTRIBUTIONS** (do not include your computation for expense and income)

Services: \_\_\_\_\_

Goods/Materials: \_\_\_\_\_

Space Rental: \_\_\_\_\_

**Social Media for your Project or Event :**

Do you have a web site \_\_\_ Yes \_\_\_ No Do you use social media \_\_\_ Yes \_\_\_ No

*If you use social media in regards to your Project or Event please complete*

Facebook \_\_\_ Yes \_\_\_ No *if yes, number of Likes* \_\_\_\_\_

Twitter \_\_\_ Yes \_\_\_ No *if yes, number of Followers* \_\_\_\_\_

Instagram \_\_\_ Yes \_\_\_ No *if yes, number of Followers* \_\_\_\_\_

Pinterest \_\_\_ Yes \_\_\_ No *if yes, number of Followers* \_\_\_\_\_

*How often do you post on social media*

Dailey \_\_\_ Yes \_\_\_ No *approximate number of times* \_\_\_\_\_

Weekly \_\_\_ Yes \_\_\_ No *approximate number of times* \_\_\_\_\_

Monthly \_\_\_ Yes \_\_\_ No *approximate number of times* \_\_\_\_\_

**Please also submit:**

- ONE (1) copy of Promotional information, i.e., flyers, brochures, press releases, etc. pertaining to the funded project.
- If promotional materials are not available you MUST attach copies of receipts as proof of purchase toward project expenses.
- Any other documents, samples or photos you would like to include.

Final Report prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

I, hereby certify that this report information is correct and the funds were used only for the purpose described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date