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LACKAWANNA COUNTY ARTS and CULTURE 2018 PROGRAM GRANT FUNDING REPORT

Dear Program Stream Grantee:

In order to be eligible for Lackawanna County Arts and Culture funding for 2019, all program stream recipients must submit a final report. We review these reports with a panel every other year. This year 2018 is a review year for 2019 funding. Please submit the following by October 21, 2018.

1. A brief description of your organization and its mission. (no more than one page).
2. The organization's total budget for the last completed fiscal year including income and expenses.
3. A copy of your 501 (c) status IRS letter (only if you have not previously submitted).
4. List of board members and affiliations.
5. The programming grid with the past year's programming information. Make as many copies as you need. Grid is attached and can also be downloaded at www.lackawannacounty.org , under tap our ADMINISTRATION, Arts & Culture.
6. Up to THREE (3) supplemental materials such as brochures, clippings or postcards. etc.
7. Your most updated schedule of events.
8. A narrative of up to 4 pages answering the following questions:
 - How did you engage or reach new audiences including underserved audiences? (An underserved audience is composed of people who lack access to arts and cultural programming due to economic status, ethnic background, disability, or age.)
 - How did you partner with other agencies? Give examples.
 - How would you use County programming funding for the upcoming year?

Please mail, fax or e-mail your report by October 21, 2018 to:

email: arts-culture@lackawannacounty.org

Fax 570.963.6447

Ph 570.963.6447 ext. 106

Chris Calvey, Program Manager

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Scranton, PA 18503

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LACKAWANNA COUNTY ARTS AND CULTURE 2018 PROGRAM GRANT FUNDING REPORT – EVENT TABLE

In order to be eligible for Lackawanna County Arts and Culture funding for 2019, all Program Grant Stream recipients must submit a final report. 2018 is a review year and additional information will be requested and reviewed by a review panel. A final report for the year 2018 must be received to be considered for future funding. A completed report with table(s) must be received by October 21, 2018. We understand your program may not have taken place as of this report, if so submit the most current information available to date for the review panel.

The 2018 Program Grant Funding Report will be available as a PDF format fill-in form by contacting our offices or is available to be downloaded from www.lackawannacounty.org please note it is under the tab our ADMINISTRATION, heading Arts & Culture, section Latest Info or Applications/ Forms / Media. *The PDF form is able to be saved to your computer you will need an updated version of Adobe Reader (free) or Adobe software.*

The 2018 Program Grant Funding Report – Event Table should provide the programming information for the year 2018. The event table may be copied for additional events. The report form information required;

1. Name of Organization Name and tile of person completing the Event Table.
2. Web site and social media questions.
3. Any additional information about your event(s).
4. Event dates, location, and price (ticket cost, -admission fee).
5. A brief description of program Exhibit-Event (50 words or less).
 - ❖ Please list some highlights from your current season/program/event? List any particular successes regarding program, partnerships, audience.
 - ❖ Did you face any significant challenges? If so, how did you overcome or deal with the situation?
 - ❖ How did you partner with other agencies?
 - ❖ Were you able to engage new audiences including underserved and if so how?
 - ❖ How do you plan to use any Lackawanna County funding for the upcoming year?
 - ❖ Note any new directions, vision or strategies you for see in your future programming
6. Total attendance (approximates attendance by ticket sales, admission or crowd counts).
7. Were any free tickets or reduced tickets offered for this program?

If you have any questions, feel free to contact Maureen McGuigan, Deputy Director, Arts and Culture, mcguiganm@lackawannacounty.org or 570.963.6590 ext. 102.

Please send your final report via e-mail, fax or US mail by October 21, 2018 to:

email arts-culture@lackawannacounty.org or Lackawanna County Arts and Culture
Electric City Trolley Museum

fax: 570.963.6447

300 Cliff Street
Scranton, PA 18503



**Lackawanna County Arts and Culture Department
2018 Program Grant Funding Final Report
Table**

Please fill in information for each art program(s) or event(s) you have offered. This Report Table may be copied as needed. If your event was one-time (i.e. parade, festival) just fill in one table. A program event table is available as a PDF Fill-In form at www.lackawannacounty.org

Name of Organization: _____

Name and title of person completing this report: _____

Do you have a web site ___ Yes ___ No Do you use social media ___ Yes ___ No

If you use social media 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* _____

Any additional information about your event(s)



2018 Program Grant Funding Final Report - Event Table

This Event Table can be copied and completed for each event

Name of Organization: _____

Name and title of person
completing this Event Table: _____

Name of Program / Exhibit / Event	
Date(s)	
Location	
Price - Ticket Cost- Admission Fee	
Brief Description of Program Exhibit / Event (50 words or less)	
Total Attendance (approximate attendance by ticket sales, admission or crowd counts)	
Were any free tickets or reduced tickets offered for this program?	

