



**Lackawanna County
Arts and Culture 2019 Community Project Grant
Final Report Form**

2019 Community Project Grant recipients must complete a final report within 30 days after the grant project has taken place. The 2019 Community Project Grant Final Report is available online at 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 .

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 2020:

email arts-culture@lackawannacounty.org

or

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

fax: 570.963.6447



2019 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)	\$ _____	_____
Total Income	\$ _____	

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)	\$ _____	_____
Total Expenses	\$ _____	

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