



Final Report

Please complete and submit this form once project or year is complete. If additional funds are due, final payment will be forwarded to you upon receipt of this completed report and the related work samples about the project.

Organization or Grant Recipient: _____

Please type or print neatly. Attach additional pages as requested.

Organization/Event/Project Title (as stated in application): _____

Contact Name/Title: _____

Address: _____

City, State, Zip: _____

Phone: _____ Amount \$ _____

Please attach a piece of paper with the answers to these questions:

1. Project description (100 words or less)
2. Provide a financial summary of how the community funds were used. Cover Auction grant recipients should use the Financial Report on the following page.
3. Has the project met its objectives? If so, how? If not, why not?
4. What were the successes and challenges you experienced in doing this project?
5. Describe the results you achieved because of the funds received?
6. How did/does your project serve Boise?
7. What improvements can you make in the future?

Signed: _____ Date: _____

Please enclose additional materials about the use of the funds (news clippings, program samples, letters of support, work samples such as slides, videos, photographs). These materials may be used by Boise Weekly in presentations and as reference and record. These materials will not be reproduced or used in publications without permission.



Final Report

Financial Report for Cover Auction Grant Recipients

Please use this form to report actual expenses and income for the specific project for which you received Boise Weekly Community Funds. Please round up to the nearest whole dollar.

| EXPENSES | CASH INCOME |
|---|--|
| 1) Personnel/Staff (Include salary & Benefits) | 8) Admissions (itemize) |
| a) Administrative: # of Staff ___ \$ _____ | a) Single Ticket ___ \$ _____ |
| b) Artistic: # of Staff ___ \$ _____ | b) Subscription ___ \$ _____ |
| c) Technical/Production # of Staff ___ \$ _____ | c) Membership ___ \$ _____ |
| 2) Outside Fees and Services (itemization) \$ | 9) Contracted Services (identify) \$ _____ |
| a) Guest Artists \$ _____ | 10) Other Revenue (itemize) \$ _____ |
| b) Consultants/Other Experts \$ _____ | 11) Corporate Contributions \$ _____ |
| 3) Production Expenses (itemize) \$ _____ | 12) Foundation Grants \$ _____ |
| 4) Space Rental \$ _____ | 13) Other Private Contributions \$ _____ |
| 5) Travel (itemize) \$ _____ | 14) Government Support (identify sources) |
| 6) Marketing/Promotions \$ _____ | a) Federal \$ _____ |
| 7) Remaining Operating Expenses (itemize) \$ | b) Regional \$ _____ |
| | c) State \$ _____ |
| | 15) _____ funds amount \$ _____ |
| Total Cash Expenses: \$ | Total Cash Income: \$ |
| (Lines 1 thru 7) | (Lines 8 thru 15) |
| | In-kind (itemization on supplement) \$ |

If expenses exceed cash income, how will you address the shortfall?

If income exceeds expenses, how will remaining funds be appropriated?