

**Arts & Cultural Council for Greater Rochester**  
**FINAL REPORT FORM FOR CULTURAL SERVICES AGREEMENT**  
**DUE 30 DAYS AFTER COMPLETION OF PROJECT AND NO LATER THAN OCTOBER 1, 2019**

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Amount of Grant: \$ \_\_\_\_\_ Project Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Repeat and answer questions on a **separate page. Please type.***

1. Please briefly describe your project.
2. Please describe any significant and/or unexpected successes that you experienced in the completion of your project. Please refer back to the specific goals and objectives described in your application.
3. Please describe any significant and/or unexpected challenges that you experienced in the completion of your project. Were you required to change your project in any way? **Explain any variances in any budget line item or participation figures greater than 10%.**
4. What changes would you make in the future to improve your project?
5. Describe how your grant project improved management, developed audiences, strengthened fundraising, or enhanced operating efficiencies.
6. How did your organization benefit from your grant? Do you have any suggestions for improvement or changes in the Capacity Building Grant Program based on your experience over the past year?

**REFER BACK TO YOUR MICROSOFT EXCEL BUDGET FILE AND COMPLETE THE SHEETS MARKED "FINAL REPORT."** They include your final Budget and In-Kind Gifts.

**Return to:** Arts & Cultural Council for Greater Rochester  
31 Prince Street  
Rochester, NY 14607