

## FY2017-2018 PROJECT GRANTS FINAL REPORT

Office of Cultural Affairs  
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Virginia Beach, VA 23462  
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[www.VBgov.com/arts](http://www.VBgov.com/arts)

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This final report is a requirement of project grants funded by the Virginia Beach Arts and Humanities Commission (VBAHC), as stated in the Project Grant Policies' and as agreed to by the organization's authorized individual in the application's Certification of Assurances and Grant Conditions. Final reports are required within thirty (30) days of the project's completion or no later than July 15<sup>th</sup>.

Please use one report per grant. Separate statistics are needed for EACH project funded by the Virginia Beach Arts and Humanities Commission. **All responses must be typed.** Please do not return the completed form via fax or e-mail; **original signatures and attachments are needed.**

FEDERAL IDENTIFICATION NUMBER: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

PROJECT FUNDED BY VBAHC: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

GRANT AMOUNT: \_\_\_\_\_

**PROJECT DATA:**

**PROJECT FUNDED  
BY VBAHC:**

Number of Contracted Public Programs: \_\_\_\_\_

Number of Actual Public Programs: \_\_\_\_\_

Size of Paying Audience: \_\_\_\_\_

Total Audience Size/Persons Served: \_\_\_\_\_

1. Briefly describe the project that took place. Include any significant changes that occurred in the project's structure, budget, programming, staff, or physical location since the time the grant application was written and/or the contract for services was returned.

2. Based on the evaluation methods described in your application, to what extent have the objectives of the program been realized? Please be as specific as possible, referring to the objectives set forth in your grant application.

3. The Commission is interested in stories about any program, event, or service that you feel was particularly effective, and any benefits to your organization or community that resulted from this grant. This information may be used in reporting to City Council. Attach additional pages as needed.

4. How were the funds from this grant actually used? Please complete attached budget form, detailing revenues and expenses.

5. **Direct revenues** returned to the City of Virginia Beach under this project grant (if parking is estimated, indicate by \*):

**ACCURATE AND COMPLETE INFORMATION IS CRUCIAL**

Admission Taxes \$ \_\_\_\_\_ Real Estate Taxes \$ \_\_\_\_\_ Sales Taxes \$ \_\_\_\_\_ Business License \$ \_\_\_\_\_  
Facility Fees (for events at Sandler Center) \$ \_\_\_\_\_ Properties/Facilities Rentals (not services) paid to City \$ \_\_\_\_\_  
Staff/Performer/Patron Parking \$ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Other (describe) \$ \_\_\_\_\_  
Total Return to City of Virginia Beach \$ \_\_\_\_\_

6. For **each individual performance/activity** related to the grant project, attach the following information:

- a.) Description of activity,
- b.) Date,
- c.) Time,
- d.) Location,
- e.) Attendance figures,
- f.) Admission charges/other fees.

7. Attach samples of materials relating to your project. Highlight appropriated recognition.

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*I hereby certify that, to the best of my knowledge, all information in this report is complete and accurate.*

\_\_\_\_\_  
Print Name of Board President or Executive Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Board President or Executive Director

\_\_\_\_\_  
Date

**PROJECT BUDGET - ACTUAL**

List the actual costs and revenues of the project. **The project budget must balance.** Do not include general operating costs. Include only those expenses which directly related to the project and which incurred **only** with the project.

<b><i>Actual Expenses Description</i></b>	_____	<b><i>Actual Revenues Description</i></b>	_____
Personnel – Administrative*	_____	Grant Amount Received	_____
Personnel – Artistic	_____	Admissions	_____
Personnel – Technical/Production/ Stagehands	_____	Private Contributions	_____
Outside Artistic Fees & Services (i.e., guest artists, etc.)	_____	Board Contributions	_____
Technical/Production Expenses	_____	Corporate Sponsorships	_____
Performance Rental Fees Only	_____	Government – Federal	_____
Travel	_____	Government – State	_____
Marketing	_____	Government – Local	_____
Admission Taxes	_____	Other Grants	_____
Printing/Postage	_____	In-Kind Contributions	_____
Other (itemize)	_____	Other (itemize)	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL</b>	_____	<b>TOTAL</b>	_____
<b>NET PROFIT/LOSS</b>	_____		

\* Only include administrative expenses directly related to the project the organization is presenting.