

REPORTING ON YOUR PROJECT

Grants to Individuals

Travel/Professional Development Grants

Project Grants to Organizations

If you have received a grant from the Manitoba Arts Council, you must provide a final report at the end of your funded activity. This report is where you tell us:

- how you spent your grant
- what were the artistic outcomes of your funded activity

We use this information to evaluate the achievements of funded activities, monitor the effectiveness of our funding programs, and ensure our policy development is consistent with the experience of artists.

If you don't provide a final report, or if the report you provide is not satisfactory, you will not be eligible to apply for additional funding or receive additional payments from the Manitoba Arts Council.

For more information about your final report, please refer to your Funding Agreement, and to the Grants to Artists: General Guidelines and Registration Form or the Project Grants to Organizations: General Guidelines and Registration Form.

The Manitoba Arts Council is an arm's-length agency of the Province of Manitoba. We encourage you to contact your MLA to acknowledge Manitoba's continued public support for arts and culture in our province.

Use this sheet as a cover for your report. If you are emailing the report, include the information requested below.

Name of artist/organization: _____

Grant #: _____

Date: _____

REPORTING REQUIREMENTS

You must complete your project and submit a report within 18 months of the date on your award letter, or within six months of the date on your award letter if you have received a Travel/Professional Development grant.

The report includes two components: narrative and financial.

- **Narrative:** This consists of several paragraphs (not to exceed 400 words) describing the progress of your project and what it contributed to your development as an artist or member of an arts organization.
- **Financial:** This includes your initial budget, and your final revenues and expenses. You do not need to submit receipts, but should keep them for tax purposes. The Manitoba Arts Council reserves the right to request receipts.

Mail, fax, or email the report to the Manitoba Arts Council program consultant in your discipline.

Do not submit a copy of the completed work. However, program consultants would appreciate being notified of performances, public presentations and exhibitions, or book launches.

If you do not receive acknowledgement within two weeks of submitting your final report, please contact the consultant for your program.

This personal information is being collected under the authority of *The Freedom of Information and Protection of Privacy Act (FIPPA)* and will be used to confirm the completion of your project.

It is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*.
If you have any questions about the collection, contact Leanne Foley, Communications Manager,
525-93 Lombard Ave., Winnipeg MB, R3B 3B1, (204) 945-0646, lfoley@artscouncil.mb.ca.