



FINAL REPORT FORM for Literary Arts Projects

INSTRUCTIONS: Please print or type the information requested as directed below. Southern Arts Federation (SAF) will not process your final grant payment until you submit your completed final report and required support materials. Please note that it may take up to 30 days to process your final payment once the Final Report Form is received by SAF.

I. PRESENTER INFORMATION

Legal Name of Presenting Organization

Mailing Address

City State Zip +4

Contact Person Contact Person Title

Contact Person Phone Number Contact Person E-mail

II. PROJECT INFORMATION

Name of writer

_____ Project start date	_____ Project end date	_____ Actual days of service	_____ Total number of writers participating in project
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Number of readings: _____	Total attendance: _____
	Total pre-K-12 student participation: _____
	Total adult audience member participation: _____

Number of audience discussions: _____	Total attendance: _____
	Total pre-K-12 student participation: _____
	Total adult audience member participation: _____

Number of open rehearsals: _____	Total attendance: _____
	Total pre-K-12 student participation: _____
	Total adult audience member participation: _____

Number of workshops: _____	Total attendance: _____
	Total pre-K-12 student participation: _____
	Total adult audience member participation: _____

Number of master classes: _____ Total attendance: _____
 Total **pre-K-12** student participation: _____
 Total **adult audience** member participation: _____

Number of lectures/demonstrations: _____ Total attendance: _____
 Total **pre-K-12** student participation: _____
 Total **adult audience** member participation: _____

Other activities associated with this project (give number, attendance, and a brief description of each):

**Please list broadcast audiences separately.

**Do not combine audience figures for series/festival events. List only figures for specific readings activities by the funded writer.

III. PROJECT BUDGET

Actual Expenses

	Cash Contributions	In-Kind Contributions*
a. Writer's Fee	_____	_____
b. Writer's Expenses	_____	_____
c. Production Expenses	_____	_____
d. Space Rental	_____	_____
e. Marketing/Publicity	_____	_____
f. Other Expenses	_____	_____

*In-kind contributions are defined as any free goods or services provided to your organization for this specific project.

Actual Revenue

a. SAF Grant Award	_____
b. Admissions/Ticket Sales	_____
c. Other Project Sales	_____
d. Corporations	_____
e. Foundations	_____
f. National Endowment for the Arts (NEA)	_____
g. Federal Government (non-NEA)	_____
h. State Arts Agency (SAA)	_____
i. State Government (non-SAA)	_____
j. Local Government	_____
k. Applicant Cash	_____

5. Have you enclosed copies of programs, publicity and/or promotional materials showing required funding credits as stipulated in your grant award contract? Yes _____ No _____ If not, please explain.

6. If no printed programs were used, did you make a funding credit announcement at the performance(s)? Yes _____ No _____ If not, please explain.

7. Have you enclosed required letters of appreciation to your legislative representatives? Yes _____ No _____ If not, please explain.

V. CERTIFICATION

I hereby certify that all of the facts, figures, and representations made above are true and correct to the best of my knowledge and belief.

Signature

Title

Please Print Name Signed Above

Date

CHECKLIST: Have you included the following?

____ final report form, completed and signed

____ publicity/promotional materials showing credit to the NEA and SAF

____ copies of letters of appreciation to legislators

Please mail completed report and required support materials to the following address:
Southern Arts Federation
Attn: Program Director - Presenting & Touring
1800 Peachtree Street, NW
Suite 808
Atlanta, GA 30309

QUESTIONS? CONCERNS?

Please contact Nikki Estes at (404) 874-7244 ext. 16 or nestes@southarts.org.