

2018 Lake County Visitors Bureau (LCVB) Arts and Culture Fund Grant Program Final Report Form

All grant recipients are required to submit a final report. This includes a final narrative, fiscal report, and evidence of LCVB acknowledgment within 60 days of completion of the project. Final disbursement will not be made until the project report has been completed and all contractual requirements have been met. Non-compliance with all aforementioned requirements will result in the organization being deemed ineligible for the Arts and Culture Fund Grant for one year.

SECTION A: RECIPIENT ORGANIZATION AND PROJECT	
Overview	
Organization Name:	
Mailing Address:	
City, State and Zip Code:	
Telephone:	
Fax:	
Email:	
Organization Contacts	
Executive Director/Authorizing Agent:	
Project Director Name and Title:	
Project Director Telephone/Fax/Email:	

SECTION B: PROJECT NARRATIVE

Please describe your activities for the grant period. Please limit your narrative to four single-sided, 8½" x 11" pages with 11-point font. Use headings or numbers related to the questions to organize your answers.

1. Please describe the activity for which you received an LCVB Arts and Culture Fund Grant award. Indicate where, when, and what took place.
2. Summarize the original goals and objectives of the project and the extent to which those goals and objectives were achieved. Describe any obstacles to achievement and how they were overcome. Please describe any opportunities that arose and your response. How will these results affect future programming for this event?
3. Please detail your audience development/marketing activities. What marketing strategies were implemented related to the project for which you received funds? What communications vehicles were used to promote the event? What impact did these initiatives have related to achieving stated attendance goals? Did you achieve your attendance goals? Why or why not?
4. Please describe the demographics/characteristics of the region served by this project. In what ways did you reach out to new audiences through your marketing efforts? What, if anything, was the result of those efforts? If you were successful in expanding your audience, how will you continue to engage those audience members in the future? If you were unsuccessful, what strategies will you pursue to encourage broader participation in future programming?

SECTION C: COMMUNITY VALUE	
Total Attendance (Number):	
Educational Programming:	
School districts served through programming (Number):	
Out-of-county school districts served (Number):	
Range of admission/ticket prices:	
Number of funders or sponsors:	

SECTION D: MARKETING ACTIVITIES			
Marketing Channel	How many?		
Print:		Names of publications:	
Web:		Names of websites:	
Television:		Names/Shows:	
Radio:		Names/Shows:	
Traditional Media:		Articles/Ads:	
Social Media:		How was social media used?	
Direct Mail:		Description:	
Other:		Please explain:	
Number of website visits:			
Number of LCVB logo impressions:			

SECTION E: FINAL FINANCIAL REPORT				
PROJECT INCOME	LCVB Award	Cash Funds	In-Kind	Total
Contributed Income				
LCVB Arts & Culture Fund				
Corporations/Foundations				
Government				
Individual/Board Contributions				
Earned Income				
Admission Fees/Sales/Other				
Total Project Income				
PROJECT EXPENSES				
	LCVB Award	Cash Match	In-Kind Match	Total
Personnel Expenses				
Non-Personnel Expenses				
Contract Services/Professional Fees				
Marketing				
Space/Equipment/Supplies				
Other				
Total Project Expenses				
<i>Surplus (Deficit)</i>				

SECTION F: FINANCIAL NARRATIVE

Please provide a clear and concise description of how your organization's LCVB Arts and Culture Fund grant was utilized.

SECTION G: SUPPLEMENTAL MATERIALS

Please provide any additional materials that illustrate this program achieved its goals and the goals of the LCVB Arts and Culture Fund Grant as well as prove the program was in compliance with all grant obligations. Please indicate all attachments you have included below.

- Evidence of LCVB Acknowledgement (Required)
- Copies of completed surveys (Required)
- News releases
- Photos (please provide digitally)
- Brochures, programs, exhibition catalogues
- Media coverage samples
- Other evaluation tools and summaries
- Evidence of state, national, and international recognition
- Evidence of other awards received
- Other (please explain)

SECTION E: CERTIFICATION

I certify that all of the facts in this report are true and correct and that funds granted by the Lake County Visitors Bureau were spent in accordance with the Grant agreement.

Signature of Executive Director or Authorized Representative

Date

Name (print)

Title