



**FY 2010 FINAL REPORT
ARTS & ENTERTAINMENT DISTRICTS
TECHNICAL ASSISTANCE GRANTS**

Instructions for completing the Final Report:

1. **DEADLINE:** The final report must be successfully submitted in eGRANT no later than 30 days after the completion of the project.
2. Follow these steps to access and complete the final report in eGRANT:
 - a. Go to MSAC's web site – www.msac.org
 - b. Click the eGRANT logo at the bottom of the homepage
 - c. Click the "Reports for ALL Grant Types" GO button
 - d. Type your existing login and password and click the LOGIN button
 - e. Locate your FY 2010 Arts & Entertainment District Technical Assistance application and click on the green EDIT button across from the words Final Report
3. **In addition, the following documents must be delivered or mailed to MSAC.**
 - a. A paper version of the Final Report PDF with an original signature.
 - b. Samples of the FY 2010 marketing materials including brochures, invitations, announcements, and newsletters. These materials will be used to verify your compliance in acknowledging your MSAC grant as specified in the grant agreement and the Grant Recognition Guidelines. The Grant Recognition Guidelines are available on MSAC's website.
4. **MATCHING REQUIREMENTS:** Technical assistance grants must be matched at least one to one in cash. Final reports that do not demonstrate a one to one cash match will be returned for revision.
5. Questions regarding the final report may be directed to Angela Lohr, Grants and Data Manager, at 410-767-6557 or alohr@msac.org.

MSAC STAFF USE ONLY

ATA 2010/_____

\$

MARYLAND STATE ARTS COUNCIL

FY 2010 (July 1, 2009 through June 30, 2010) Final Report

DUE DATE: 30 days after the project is complete

*Grantees must also hand-deliver or mail
one signed copy of the report to MSAC.*

Organization:

1. Please describe the activities that took place during the grant period – may not exceed one 8 ½” x 11” sheet of paper.
2. Total Number of Individuals Benefiting _____
The total number of staff and/or board participating, and other direct beneficiaries and participants.

3. Budget Summary

Cash Expenses		Cash Income	
1. Registration fees		7.	
2. Consultant/facilitator fees		8.	
3. Travel/Lodging/Transportation		9.	
4. Other (specify)		10.	
5. Other (specify)		11. MSAC Amount	
6. Total Cash Expenses		12. Total Cash Income	

I certify that all information contained in this report is true and accurate.

Signature_____

Printed Name_____

Title_____ Date_____