



**FY 2010 INTERIM REPORT  
COMMUNITY ARTS  
DEVELOPMENT GRANTS**

Instructions for completing the Interim Report:

1. **eGRANT deadline: January 29, 2010.** Interim reports must be successfully submitted in eGRANT no later than 5:00 PM on **January 29, 2010**. If you do not successfully submit the interim report by 5:00 PM, you must contact MSAC.
2. Follow these steps to access and complete the interim report in eGRANT:
  - a. Go to MSAC's web site – [www.msac.org](http://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 application and click the green EDIT button across from the words Interim Report
3. Financial summary statements and/or independent external audits are not a required part of the interim report.
4. **In addition, the following documents must be delivered to MSAC by 5:00 PM on February 5, 2010 or officially postmarked before midnight on February 5, 2010:**
  - a. A paper version of the Interim Report PDF with an original signature.
  - b. Samples of your organization's 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.
5. Questions regarding the interim report may be directed to Angela Lohr at 410-767-6557 or [alohr@mac.org](mailto:alohr@mac.org).

**PLEASE NOTE: A satisfactory interim report must be submitted before the remainder of your organization's FY 2010 grant will be released.**

<p style="text-align: center;">MSAC STAFF USE ONLY</p> <p>CAD 2010/_____</p> <p>\$</p>
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**MARYLAND STATE ARTS COUNCIL**

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

<p>eGRANT DEADLINE: <b>JANUARY 29, 2010</b> Successfully submitted in eGRANT before 5:00 PM on January 29, 2010.</p>	<p>PAPER VERSION DEADLINE: <b>FEBRUARY 5, 2010</b> Delivered to MSAC by 5:00 PM or officially postmarked before midnight on February 5, 2010.</p>
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Organization:

**A. NARRATIVE:** The answers to the narrative section may not exceed two pages.

1. Since the award of your FY 2010 Community Arts Development grant, has your organization's administrative operations and/or arts activities changed substantially?  Yes  No

If "Yes," please explain the changes.

2. Please provide a brief progress report on your organization's activities and finances since the grant award date (July 1, 2009).

**B. BUDGET**

**Instructions:**

1. Current Estimates: The numbers in this column should reflect your organization’s estimated expenditures and income for the current fiscal year.
2. Spent/Received – July 1, 2009 through December 31, 2009: The numbers in this column should reflect your organization’s financial activity for the months of July 1, 2009 through December 31, 2009. If no financial activity has occurred, please insert a zero (0). **DO NOT LEAVE THIS COLUMN BLANK.**

Budget Summary	Current Estimates	Spent/Received – July 1, 2009 through December 31, 2009
Expenses		
General Administration/Operations	_____	_____
Programs/Projects/Grants	_____	_____
<b>TOTAL EXPENSES</b>	_____	_____
Income		
Earned Income	_____	_____
Individual Support	_____	_____
Corporate Support	_____	_____
Foundation Support	_____	_____
Government Support		
1. MSAC CAD Grant	_____	_____
2. Other MSAC Grants+	_____	_____
3. National Endowment for the Arts	_____	_____
4. County Government	_____	_____
5. City Government	_____	_____
6. Other – specify	_____	_____
<b>TOTAL INCOME</b>	_____	_____

+Other MSAC Grants may include, but are not limited to: Arts in Education, Arts in Communities, *ARTvantage*, Capital Region Performing Arts Touring Program, Technology Enhancement, Maryland Traditions, etc.

Plans for Utilizing MSAC Funds for FY 2010	FY 2010 Estimate	FY 2010 Revised	Spent to Date – Dec. 31, 2009
1. County arts council administrative and operating expenses	_____	_____	_____
2. Grants to local organizations	_____	_____	_____
3. Artists-in-Education programming	_____	_____	_____
4. Programs and projects of the county arts council	_____	_____	_____
5. Other – specify	_____	_____	_____
6. TOTAL	_____	_____	_____

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

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_