



**FY 2009 FINAL REPORT  
CAPITAL REGION PERFORMING  
ARTS TOURING PROGRAM GRANTS**

Instructions for completing the Final Report:

1. **DEADLINE:** The final report must be submitted in eGRANT no later than 30 days after the completion of the project.
2. **eGRANT Instructions:**
  - a. Follow these steps to access the final report in eGRANT:
    - i. Go to MSAC's web site - [www.msac.org](http://www.msac.org)
    - ii. Click the eGRANT logo at the bottom of the homepage
    - iii. Click the "Reports for ALL Grant Types" GO button
    - iv. Type your existing login and password and click the LOGIN button
    - v. Locate your FY 2009 Capital Region Performing Arts Touring (CRPAT) Program grant application and click the green EDIT button across from the words Final Report
  - b. Complete and submit the final report in eGRANT. In addition, submit a paper version with an original signature to MSAC.
  - c. Address the paper version to: Angela Lohr, Maryland State Arts Council, 175 W. Ostend Street, Suite E, Baltimore, MD 21230.
3. **MATCHING REQUIREMENTS:** CRPAT grants must be matched at least one to one in cash. Final reports that do not demonstrate the required match will be returned for revision.
4. 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

CTP 2009/\_\_\_\_\_  
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## MARYLAND STATE ARTS COUNCIL

FY 2009 Capital Region Performing Arts Touring Program Grants 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. Include the name of the artist/company as well as the date(s) of the project/artistic presentation. Please describe how this project did or did not meet one or all of the goals of CRPAT (see program goals in the CRPAT guidelines). 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. Because this is the pilot phase of CRPAT, we are interested in getting feedback on how this program can better serve our artists and presenting organizations. Please let us know how we can improve on the program. May not exceed one 8 ½" x 11" sheet of paper.

4. Budget Summary. The budget should reflect the **ACTUAL** income and expenses for the artist engagement.

Actual Cash Expenses		Actual Cash Income	
1. Artist/Company Fees		10. Ticket Sales - performances	
2. Artist Travel, Lodging, and Per Diem – if not included on line 1		11. Admissions – other activities	
3. Technical Personnel		12. Other Earned Income – please list	
4. Other Personnel		13. Individual Contributions	
5. Marketing/Publicity		14. Grants – Government, Foundation, Corporate	
6. Space Rental		a.	
7. Equipment Rental		b.	
8. Other Cash Expenses – please list		c.	
a.		15. Applicant Cash	
b.		16. MSAC Grant	
c.		<b>17. TOTAL INCOME</b>	
d.			
<b>9. TOTAL EXPENSES</b>			

**In-kind contributions:** Please describe the source(s) and amount(s) of any in-kind contributions (donated goods or services) specifically related to this project. May not exceed one 8 ½" x 11" sheet of paper.

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

Signature \_\_\_\_\_

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

Title \_\_\_\_\_ Date \_\_\_\_\_