



**FY 2010 INTERIM REPORT
GRANTS FOR ORGANIZATIONS
TRACK II 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
 - 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.

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>GFO 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: JANUARY 29, 2010 Successfully submitted in eGRANT before 5:00 PM on January 29, 2010.</p>	<p>PAPER VERSION DEADLINE: FEBRUARY 5, 2010 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 Track II grant, has the project for which the funds were granted changed substantially? Yes No

If "Yes," please explain the changes.

2. Please provide a brief progress report on the project since the grant award date (July 1, 2009).

B. BUDGET

Instructions:

1. Original FY 2010 Application Estimates: The numbers in this column should be from your organization’s FY 2010 Track II grant application. If they do not match the numbers submitted on the FY 2010 Track II grant application, please revise them.
2. Revised/Current Estimates: The numbers in this column should show how the figures in your organization’s FY 2010 Track II grant application budget have changed since the original submission. **DO NOT LEAVE THIS COLUMN BLANK.**
3. Spent/Received – July 1, 2009 through December 31, 2009: The numbers in this column should reflect the financial activity for the Track II grant 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	Original FY 2010 Application Estimates	Revised/Current Estimates	Spent/Received – July 1, 2009 through December 31, 2009
Cash Expenses			
1. Administrative salaries and fees			
2. Artistic salaries and fees			
3. Educational salaries and fees			
4. Technical salaries and fees			
5. Advertising/direct mail			
6. Copyright/licensing fees			
7. Facility/equipment rental			
8. Food			
9. Goods purchased for sale			
10. Housing/per diem			
11. Insurance			
12. Interpreters/accommodations			
13. Legal/accounting			
14. Office supplies			
15. Postage			
16. Printing			
17. Security			
18. Telephone			
19. Travel			
20. Utilities			
21. Other – specify			
22. Other – specify			
23. Total Cash Expenses			

Budget Summary	Original FY 2010 Application Estimates	Revised/Current Estimates	Spent/Received – July 1, 2009 through December 31, 2009
Cash Income			
24. Admission/tickets			
25. Advertising sales			
26. Income from goods/services sold			
27. Tuition			
28. Applicant's cash contribution			
29. Corporate support			
30. Foundation support			
31. Individual donations			
32. National Endowment for the Arts			
33. Other federal			
34. County arts council			
35. Other county			
36. City arts council			
37. Other city			
38. MD state (not MSAC)			
39. Other – specify			
40. Other – specify			
41. MSAC GFO Track II Grant			
42. Other MSAC Grants+			
43. Total Cash Income			

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

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

Signature _____

Printed Name _____

Title _____

Date _____