



**FY 2010 FINAL REPORT
MARYLAND TRADITIONS PROJECT GRANTS**

Instructions for completing the Final Report:

1. **eGRANT deadline: August 31, 2010.** Final reports must be successfully submitted in eGRANT no later than 5:00 PM on August 31, 2010. If you do not successfully submit the final report by 5:00 PM on August 31, 2010, you must contact MSAC.
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 application and click on the green EDIT button across from the words Final Report
3. **In addition, the following documents must be delivered to MSAC by 5:00 PM on September 7, 2010 or officially postmarked before midnight on September 7, 2010.**
 - a. A paper version of the Final Report PDF with an original signature.
 - b. Samples of your organization's FY 2010 Maryland Traditions Project grant 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.
 - c. One copy of the final report must be emailed to Clifford Murphy at cmurphy@msac.org, and Elaine Eff at eeff@msac.org.
4. Questions regarding the final report may be directed to Angela Lohr, Grants and Data Manager, at 410-767-6557 or alohr@msac.org.

PLEASE NOTE: One completed paper version of the final report with an original signature must be submitted before grants awarded for FY 2011 will be released.

MSAC STAFF USE ONLY

MTA 2010/_____
\$

MARYLAND STATE ARTS COUNCIL

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

<p>eGRANT DEADLINE: AUGUST 31, 2010 Successfully submitted in eGRANT before 5:00 PM on August 31, 2010.</p>	<p>PAPER VERSION DEADLINE: SEPTEMBER 7, 2010 Delivered to MSAC by 5:00 PM or officially postmarked before midnight on September 7, 2010.</p>
--	---

Organization:

PART I. NARRATIVE

Please provide a narrative description of work attempted, accomplished, and recommendations for future work. The answers to questions 1-5 below may not exceed two 8 ½" x 11" sheets of paper.

1. What activities did the grant support and what did the project accomplish?
2. Who were the key tradition bearers and partnering organizations, and what was the nature of their involvement?
3. What was the impact on – or benefit to – your organization, your discipline/field, partnering organizations and individuals, and/or community?
4. Were you able to carry out the approved project activities? If not, please explain.
5. What is your overall assessment of this year's activities? What recommendations do you have for future work?

PART II. DOCUMENTATION

Please provide documentation of the activities of your Maryland Traditions project. Documentation may include, but is not limited to, DVDs, CDs, CD ROMs, photographs, audio recordings, publicity materials, brochures, website screenshots, programs, pamphlets, reviews, and/or publications, relevant work products or other materials that provide evidence of the outputs and outcomes of your project. Maryland Traditions may use this material for research, publicity purposes, and/or educational outreach.

PART III. PROJECT ACTIVITY

Please provide the following data pertaining to your Maryland Traditions project

PART III A. PROJECT ACTIVITY DATA

- _____ **# of artworks created** - Do NOT include student works, adaptations, re-creations, or re-staging of existing works.
- _____ **# of concerts/performances/readings**
- _____ **# of lectures/demonstrations/workshops/symposiums**
- _____ **# of exhibitions curated/presented** - Include visual arts, media arts, films, film festivals, and design. Count each curated film festival as a single exhibition.
- _____ **# of books and/or catalogues published** - The # of different titles, not the # distributed. Do NOT include performance programs or guides, newsletters, or other ancillary materials.
- _____ **# of artworks conserved/restored/ saved/prevented from decay or destruction**
- _____ **# of artworks identified/documentated** - For the purpose of creating a comprehensive list, inventory, or catalog. Include works digitally converted for documentation or access purposes.
- _____ **# of artists' residencies** - Artists' activities in schools or other community settings over an extended period of time.
- _____ **# of schools (pre-K through grade 12) that actively participated** - Those schools that were involved actively in your project, not those to which material simply was distributed.
- _____ **# of organizational partners** - Organizations that combined resources and worked together to make the project happen. Do NOT include funders unless they actively participated.
- _____ **# of apprenticeships/internships**
- _____ **# of hours broadcast on radio or television** - Complete airing of any program that broadcasts the supported project or event. You may include hours for an initial broadcast that occurs after the end date for the project **only** if it will be a direct result of this grant. Do NOT include public service announcements, advertising, or other promotional activities, and do NOT include webcasts.

PART III B. PARTICIPANTS/AUDIENCES BENEFITED:

_____ **# of artists** - Those artists who actively participated in the project, including members of performing groups and living artists whose work was represented. Do NOT include technical, managerial, or administrative support. If an artist is also a teacher, you may count that person as **either** an artist **or** a teacher, but not both.

_____ **# of teachers** - Those teachers who actively participated in the project. If a teacher also is an artist, you may count that person as **either** an artist **or** a teacher, but not both.

_____ **# of children/youth** - Those 18 years of age or younger.

_____ **Total # of individuals benefited** - Include all those from the left column **plus** others who were involved in your project between the grant start and end dates. Do NOT include broadcast audiences; see below.

_____ *And, if applicable:* **For radio or TV broadcasts, the total # of individuals reached** - Include broadcasts via radio and TV; do NOT include webcasts. You may include audience figures for an initial broadcast that occurs after the end date for the project **only** if it will be a direct result of this grant.

Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes. Please check the item(s) that best applies to this grant.

- 01 50% or more of this project's activities are arts education directed to:
 - A. K-12 students
 - B. Higher education students
 - C. Pre-kindergarten children
 - D. Adult learners (including teachers and artists)
- 02 Less than 50% of this project's activities are arts education directed to:
 - A. K-12 students
 - B. Higher education students
 - C. Pre-kindergarten children
 - D. Adult learners (including teachers and artists)
- 99 None of this project involves arts education

Presenting/Touring: please check the one item that best applies to this grant.

Presenting/Sponsoring: Grants (or the equivalent of direct services) for the production of exhibitions, readings, screenings, etc. created elsewhere. (Does not include general operating support or grants where a small or indeterminate portion goes to presenting.)

Touring: Grants (or the equivalent of direct services) resulting in the movement of artworks and artists for performances, readings, screenings, etc. to the benefit of audiences in different geographic areas. (Does not include general operating support or grants where a small or indeterminate portion goes to touring.)

None of this project involves presenting or touring.

Total Amount of In-Kind Contributions \$ _____

The estimated dollar value of services or materials contributed. These services or materials may be of almost any nature, but they should never include cash contributions.

PART V. FINANCIAL REPORT

CASH EXPENSES		CASH INCOME	
Salaries & Fees (including benefits)		Earned Income	
Administrative salaries & fees	\$	Admissions/tickets	\$
Artistic salaries & fees	\$	Advertising sales	\$
Educational salaries & fees	\$	Income from goods/services	\$
Technical salaries & fees	\$	Tuition	\$
Other Project Expenses		Contributed Income	
Advertising/direct mail	\$		
Copyright/licensing fees	\$	Private:	
Facility/equipment rental	\$	Applicant's cash contribution	\$
Food	\$	Corporate support	\$
Goods purchased for sale	\$	Foundation support	\$
Housing/per diem	\$	Individual Donations	\$
Insurance	\$		
Interpreters/accommodation	\$	Public:	
Legal/accounting	\$	National Endowment for the	\$
Office supplies	\$	Other federal	\$
Postage	\$	County arts councils	\$
Printing	\$	Other county	\$
Security	\$	City arts council	\$
Telephone	\$	Other city	\$
Travel	\$	Other MD state	\$
Utilities	\$	Maryland Traditions Project	\$
Other Expenses (specify):		Other Income (specify):	
	\$		\$
	\$		\$
	\$		\$
TOTAL EXPENSES	\$	TOTAL INCOME	\$

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

Signature _____

Printed Name _____

Title _____

Date _____