

Grassroots Arts Program Subgrant Report Form



Submit this report to your funding agency. It should not be submitted to the North Carolina Arts Council.

Fiscal Year: ____ - ____

I. Organization Information

Name of Organization _____

Contact Person's Name _____

Contact Person's Title _____

Mailing Address _____ City _____

State: North Carolina Zip Code _____ County _____

Work Phone (____) _____

E-mail Address _____

Website _____

Organization's EIN _____

Organization's UEI _____

II. Project Description Narrative

Please provide a short description of your project using 25 words or less.

Did 50% or more of this project's activities involve arts education; increasing knowledge and skills in the arts to grads Pre-K – 12?

Did 50% or more of the award support the community representation requirement?

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III. Project Budget

Total Project Budget

Grassroots Arts Program subgrants require a 1:1 match.

*Please include all funds required to complete the funded project.

1. Grant amount _____
2. Matching funds* _____
3. Total Project Budget _____

Project Expenses

	Grassroots Grant	Matching Funds
Staff – Administrative	_____	_____
Staff – Artistic	_____	_____
Staff – Technical Production	_____	_____
Artistic contracts	_____	_____
Other contracts	_____	_____
Space rental	_____	_____
Travel	_____	_____
Marketing	_____	_____
Remaining Project Expenses	_____	_____
Total Expense Totals	_____	_____

IV. Participation Statistics

1. What was the total number of adults engaged in person?
2. What was the total number of children/youth engaged in person?
3. How many artists were directly involved?

Grassroots Arts Program Subgrant History

1. Has your organization ever received a Grassroots Arts Program subgrant prior to this current fiscal year? **(yes or no)**
2. What type of organization are you? **(arts, community, school, or municipality)**

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V. Attachments

1. Publicity Materials (REQUIRED)

Attach any materials used for project publicity and any other printed materials using the North Carolina Arts Council credit line and logo. Attach articles, reviews, and other materials documenting funded project.

2. Legislative Letters (OPTIONAL)

Attach copies of the letters or emails sent to legislators expressing appreciation of this grant.

3. List of Participating Artists and Arts Groups (OPTIONAL)

Attach a list that includes the names, addresses, and art forms of artists and arts organizations participating in your funded project. We use this information to invite them to be registered in our database.