



## Harper Arts Touring Fund Grant Final Report

*Report due 60 days following the end of the project.*

Organization name \_\_\_\_\_

EIN/TAX ID# \_\_\_\_\_ DUNS # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact person and title \_\_\_\_\_

E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Program Name (artist and/or exhibit title) \_\_\_\_\_

Grant Amount Awarded \$ \_\_\_\_\_ Travel/Freight Expense Total \$ \_\_\_\_\_

### Project Statistics

Total Number of Artists \_\_\_\_\_

Total Number of Audience \_\_\_\_\_ Youth \_\_\_\_\_ Adult \_\_\_\_\_

Are you operating as a Lead Presenter for a presentation/exhibit tour? Yes No

**Other Host Communities Involved if applicable** (please include attachment of additional information if necessary):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_



## Instructions

*Please provide the following information on no more than two pages in at least 11pt. type.*

1. Describe your program/performance/exhibit including audience/community response, problems encountered, and lessons learned.
2. Was there a change from your original application? If yes, what was the change and why?
3. Did your actual income and expense vary more than 10% from your original budget? If yes, please explain.
4. If travel expenses were greater than the grant amount, please explain.
5. Complete the attached final accounting form.
6. Provide the following:
  - One copy of your available program, catalog and publicity, plus a photograph
  - Original signature on final page
  - Keep a copy for your files and mail original to the Alaska State Council on the Arts

Presenting and Touring Program, Harper Arts Grant  
Alaska State Council on the Arts  
161 Klewin St., Suite 102  
Anchorage, AK. 99508

Email completed final report with an electronic signature to: [laura.forbes@alaska.gov](mailto:laura.forbes@alaska.gov)

Faxed final reports will not be accepted. For information, questions or technical assistance email [laura.forbes@alaska.gov](mailto:laura.forbes@alaska.gov), or call (907) 269-6682.



## Harper Arts Touring Grant Final Accounting Report

Total Project Income \$ \_\_\_\_\_ Total Project Expense \$ \_\_\_\_\_

**Project Budget**

Complete the accounting form for the performance/exhibit that includes actual income (earned income from admissions, donations, grants, in-kind services, etc.) and expenses (artist fees, travel/freight, facility rental, marketing, technical and production costs, etc.).

Income	\$ Amount	Expense	\$ Amount
Ticket Sales		Artist Fee (if applicable)	
Cash Contributions		Venue Rental Fee	
In-Kind Contributions (Please List)		Travel	
		Freight	
		Lodging	
		Per Diem/Meals	
		Local Transportation	
		Marketing	
Other (Please List)		Administrative Cost	
		Other (Please List)	
<b>Harper Arts Touring Fund</b>			
<b>Total Income</b>		<b>Total Expense</b>	

**Certification**

I certify that the information provided in this final report is true and correct to the best of my knowledge.

Grantee Organization \_\_\_\_\_

Grantee Name and Title (printed) \_\_\_\_\_

Authorized Official (Board Chair, CEO, ED) Signature and Date

\_\_\_\_\_