



Arts Funding Program

Report Form for Professional Artists Production and Creation Fund

Discipline

Dance

Theatre

Film and Video

Music

Literary Arts

Visual Arts

Name of Funding Recipient (if a collaboration, please list lead contact)

Email

Telephone

HST # (if applicable)

Address of Residence (Postal boxes are not admissible)

Street

City

Postal Code

Changed since last correspondence

Project Details

Original Project Title (if applicable)

Final Report

Interim Report

If this is an Interim Report, please note that a Final Report is still required once your project is complete.

What is your expected date of completion? (YYYY/MM/DD)

Brief project description (50 words max)

Date project started (YYYY/MM/DD)

Date project completed (YYYY/MM/DD)

Date grant received (year)

Grant amount received

For collaborations only

Name of First Collaborating Artist

Email

Telephone

HST # (if applicable)

Address of Residence *(Postal boxes are not admissible)*

Street

City

Postal Code

Name of Second Collaborating Artist

Email

Telephone

HST # (if applicable)

Address of Residence *(Postal boxes are not admissible)*

Street

City

Postal Code

I certify that, to the best of my knowledge, the information provided in this report is true, accurate and complete.

Print name

Date

Signature

Municipal Freedom of Information and Protection of Privacy Act

Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy. The City of Ottawa will use this information in the determination of eligibility and in establishing funding allocation recommendations.

Questions regarding the collection of this information may be addressed to: Portfolio Manager, Cultural Funding, at 613-580-2424 ext. 14038 or infoculture@ottawa.ca.

Instructions - How to Submit your Report:

Provide the following requested information on separate 8 ½ X 11 sheets of paper by the deadline date.

Final Reports: For submission of project reports that have been completed as described in the original funding application.

1. The report form cover page, completed and signed.
2. A description of the project you have undertaken, including challenges and accomplishments. Please provide:
 - a. A description and explanation of any significant changes to the completed project from that proposed in the original application.
 - b. A list of the names of the organizers, artists, writers, curators, and other key persons involved in the project.
 - c. A description of the audience for your project and an outline of any community involvement and outreach and education activities you have undertaken (if applicable).
3. A summary of how you publicized the project, and how the City's contribution was acknowledged in the publicity.
4. A description of how you think your project was a success. Include how your initiative had an impact on the discipline or community in which you work, your art practice, and your career. Include tangible evidence of the outcomes when possible.
5. A short financial summary to show how you spent the funds allocated to you.

Please provide **one copy of print materials** that support your project such as critical reviews, program brochures, web promotional material, photocopies of book, DVD or CD covers and invitations to screenings, exhibitions or launches. You may also provide up to 10 pages of any script or written artistic material.

Please do not send books, DVDs CDs, audiocassettes, etc.

***Exception: for Film and Video, please include a DVD or sample of the final work with your report.**

Interim Reports: For submission of project reports that are not yet complete, or have been delayed.

Please note: to be eligible for further funding from this program a Final Report must be submitted to and approved by the Cultural Funding Support Section.

1. The Report Form Cover Page completed and signed.
2. A description of the current status of the project, including all work completed to date. Provide timelines and an estimated completion date.
3. A description and explanation of any changes to the project from that proposed in the original application.
4. An interim budget for the project. Please show any changes in the projected expenses since the application was first submitted.

All items you submit as part of the reporting package must be labelled with both your name and the name of the grant program. All material should be sent with the report in a single hard copy package by mail to the following address:

**City of Ottawa
Cultural Funding Support Section (01-49)
110 Laurier Avenue West, 2nd Floor West
Ottawa, ON K1P 1J1**

Late or incomplete reports will result in ineligibility for subsequent City of Ottawa funding.

Contact Information

If you require assistance in order to complete the report, please contact your Cultural Funding Officer:

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Cultural Funding Officer

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