



# Arts funding program

## Report form

### Creation and production fund for professional artists

**Discipline**     Dance     Theatre     Independent film and video  
 Music     Literary arts     Visual arts

**Name of funding recipient** (if a collaboration, please list lead contact)

**Artist name** (if different)

**Email**

**Telephone**

**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?** (DD/MM/YYYY)

**Project summary** (50 words max)

**Date project started (DD/MM/YYYY)**

**Date project completed (DD/MM/YYYY)**

**Date grant received (year)**

**Grant amount received**

**Signature**

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 Support Unit, at [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).

## **Instructions - How to submit your report:**

**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 completed project:**
  - a) Challenges
  - b) Achievements
  - c) Changes to the original proposal (if applicable)
  - d) The names of the organizers, artists and/or other key persons involved
  - e) A description of the audience for your project and an outline of any community involvement, and outreach and education activities you undertook (if applicable)
  - f) A summary of how you publicized the project, and how the City's contribution was acknowledged in the publicity
3. A short financial summary to show how you spent the funds allocated to you.
4. **One example of support material related to** your project such as critical reviews, program brochures, web promotional material, scans 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.

**\*For Film and Video, please include a link to a sample of the final work with your report.**

**Interim reports:** For submission of reports for projects that are not yet complete or have been delayed.

Please note a final report must be submitted to and approved by the CFSU on completion of the project for which you received funding.

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.

**Your report must be emailed to [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca).**

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:

[Marlène Barré](#)

Literary arts - English  
English theatre  
French theatre

[Anik Després](#)

Literary arts - French

[Marie-Christine Feraud](#)

Dance  
Independent film and video  
Visual arts

[Adrija Kličius](#)

Music

## **General inquiries**

For general information or to request an application form, contact [infoculture@ottawa.ca](mailto:infoculture@ottawa.ca)