



Arts Funding Program

Report Form for Arts Organizations Project Funding

Organization's Legal Name:

Contact Person:

Please select your discipline from ONE of the following categories:

Diversity in the Arts:

All disciplines

Amateur Arts Category:

Music

Dance

Arts Events and Arts Festivals

Theatre

Visual Arts

Literary Arts

Independent Film/Video

Professional Arts Category:

Music

Dance

Arts Events and Arts Festivals

Theatre

Visual Arts

Arts Training and Arts Education

Literary Arts

Independent Film/Video

Arts Services and Arts Venues

Official Mailing Address

Changed since last correspondence

Street

City

Postal Code

E-mail

Telephone

HST # (if applicable):

Project Details

Project Title *Changed since application was made*

Original Project Title:

Current Project Title:

Report Type (Check one only)

- 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?

Brief project description (50 words max)

Date project started (DD/MM/YYYY)

Date project completed (DD/MM/YYYY)

Date funding received (year)

Funding amount received (\$)

Signatures of Two Authorized Officers:

Please note: One of the signing officers must be a member of the Board of Directors or Steering Committee.

On behalf of, and with the authority to legally bind the organization, we certify that the information given on the report and any attachments is true, correct and complete in every respect.

We hereby certify that the Board of Directors/Steering Committee has authorized this reporting document. We have signing authority for the organization.

Print name / title

Date (DD/MM/YYYY)

Original signature required

Print name / title

Date (DD/MM/YYYY)

Original signature required

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 extension 27412 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 reports for projects that have been completed as described in the original funding application.

1. The Report Form cover page, completed and signed.
2. A detailed project description, max. three pages, including the following information:
 - a. A detailed summary of the project you have undertaken, including challenges and achievements.
 - b. A description and explanation of any changes to the completed project from that proposed in the original application.
 - c. The names of the organizers, artists, writers, curators or other key persons involved.
 - d. The audience for your project and a description of the community involvement and outreach education activities you have undertaken.
 - e. A brief outline of the non-artist participants in your project, if applicable.
 - f. A summary of how you publicized the project, and how the City's contribution was acknowledged in the publicity materials.
 - g. A description of how you think your project was a success. Include how your initiative impacted the discipline or community in which you work. Include tangible evidence of the outcomes when possible.
3. Provide statistics for your project:
 - a. Total attendanc/participation and total number of artists presented.
 - b. Total number of volunteers and total hours they contributed to the project.
4. Provide **one copy of print materials** that support your project such as critical reviews; program brochures or promotional material for performances or exhibitions; photocopies of book, DVD or CD covers and invitations to screenings, exhibitions or launches. You may also provide up to ten pages of any script or written artistic material. **Please do not send books.**

Interim Reports:

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

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.

Please note that a **final report** must be submitted on completion of the project for which you received funding.

Project Budget

The City of Ottawa does not fund 100% of the total cost of the project.

Revenues	Request Budget (projected)	Final Budget (actuals)
Earned Revenues		
Admission fees		
Instructional fees		
Membership fees (proportion allocated to project)		
Other earned revenue (please specify)		
Public Sector Support <i>Do not show full amount of grants received by the organization, only show portion of grants directed towards the project.</i>		
Federal		
Canada Council		
Other federal: (please specify)		
Provincial		
Ontario Arts Council		
Other provincial: (please specify)		
City of Ottawa		
City Arts Funding (your request rounded to the nearest \$100)		
Community Funding		
Other Municipal: (please specify)		
Other Sector Support and Fundraising		
Foundations		
Ontario Trillium Foundation		
Community Foundation		
Other foundations: (please specify)		
Corporate Sponsorship (please specify)		
Individual Donations (please specify)		
Special Fundraising Projects (please specify)		
Other Revenues (please specify)		
Total Revenues		

Project Budget

Expenditures	Request Budget (projected)	Final Budget (actuals)
Artistic Expenses – Fees and Honoraria (please provide a breakdown)		
Other Artistic Expenses (please specify)		
Production/Technical (please specify)		
Marketing (please specify)		
Rental (please specify)		
Administration (please specify)		
Insurance		
Fundraising (please specify)		
Other (please specify)		
Total Expenditures		
Total Revenues		
Total Expenditures		
Surplus/Deficit		

You must ensure that your project revenues equal project expenses.

As stated in the program's Terms and Conditions: "Any portion of the funding that is unused and was designated for activities that were not performed shall be repaid to the City of Ottawa." (5. Unused Funds)

Project Budget

In-Kind Donations (if applicable; please specify) Volunteer hours are not eligible.	Request Budget (projected)	Final Budget (actuals)
Total In-Kind Donations		

Please note: As per CRA regulations, all amounts shown as in-kind revenue must be proven with receipts.

If necessary, provide more detailed information or breakdowns of specific line items on a separate sheet.

All items you submit as part of the reporting package must be labeled with both the name of your organization and the name of the funding program. All material should be included with the report in a single, hard copy package and mailed or delivered 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:

Marlène Barré Cultural Funding Officer	613-580-2424, ext. 28517 marlene.barre@ottawa.ca
Anik Després Cultural Funding Officer	613-580-2424, ext. 27208 anik.despres@ottawa.ca
Marie-Christine Feraud Cultural Funding Officer	613-580-2424, ext. 23915 marie-christine.feraud@ottawa.ca
Adrija McVicar Cultural Funding Officer	613-580-2424, ext. 23231 adrija.mcvicar@ottawa.ca

General Inquiries

For general information or to request an application form, contact:

Infoculture
613-580-2424, ext. 29404
infoculture@ottawa.ca