



Arts Funding Program

Report Form for Arts Organizations Project Funding

Organization's Legal Name:

Contact Person:

Title:

Please select your discipline from ONE of the following categories:

Diversity in the Arts:

All disciplines

Amateur Arts:

Music

Dance

Arts Events and Arts Festivals

Theatre

Visual Arts

Literary Arts

Film and Video

Professional Arts:

Music

Dance

Arts Events and Arts Festivals

Theatre

Visual Arts

Arts Training and Arts Education

Literary Arts

Independent Film and Video

Arts Services and Arts Venues

Official Mailing Address

Changed since last correspondence

Street

City

Postal Code

E-mail

Telephone

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?

Project Summary (50 words maximum)

You have words remaining.

Date project started (DD/MM/YYYY)

Date project completed (DD/MM/YYYY)

Date funding received (year)

Funding amount received (\$)

Signatures of Two Authorized Officers:

One of the signing officers must be a member of the Board of Directors, Collective, Steering Committee, or Indigenous governing body.

On behalf of and with the authority to legally bind the organization, I certify that the information provided in this report and supporting documents is true, correct and complete. I certify that the organization's governing body has authorized this report.

Print name / title

Date (DD/MM/YYYY)

Signature

Print name / title

Date (DD/MM/YYYY)

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 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.

Final Reports:

For submission of reports for projects that have been completed:

1. **The Report Form cover page:** completed and signed.
2. **A description** (3 pages maximum):
 - a) Challenges
 - b) Achievements
 - c) Changes to the original proposal.
 - d) The names of the organizers, artists and/or other key persons involved.
 - e) The audience for your project and a description of the community involvement and outreach education activities you undertook (if applicable).
 - f) How did your organization or group reflect and engage equity-seeking communities listed in our funding priorities? (if applicable)
 - g) A summary of how you publicized the project, and how the City's contribution was acknowledged in the publicity materials.

3. Statistics:

- Total attendance
- Total artist participation
- Total number of volunteers and volunteer hours

4. Final **Project Budget**; please use the template provided.

5. 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 will only fund up to 90% of the total cost of the project.

Earned Revenues	Request Budget (projected)	Final Budget (actuals)
Admission fees		
Instructional fees		
Membership fees (proportion allocated to project)		
Other (please specify) :		
Other (please specify) :		

Federal

Public Sector Revenues - Do not show full amount of grants received by the organization, only show portion of grants directed towards the project	Request Budget (projected)	Final Budget (actuals)
Canada Council		
Other (please specify) :		

Provincial

Public Sector Revenues - Do not show full amount of grants received by the organization, only show portion of grants directed towards the project	Request Budget (projected)	Final Budget (actuals)
Ontario Arts Council		
Other (please specify) :		

City of Ottawa

Public Sector Revenues - Do not show full amount of grants received by the organization, only show portion of grants directed towards the project	Request Budget (projected)	Final Budget (actuals)
City Arts Funding (your request rounded to the nearest \$100)		
Community Funding		
Other (please specify) :		

Foundations

Other Sector Support and Fundraising	Request Budget (projected)	Final Budget (actuals)
Ontario Trillium Foundation		
Community Foundation		
Other (please specify) :		

Corporate Cash Sponsorships (please specify)

Other Sector Support and Fundraising	Request Budget (projected)	Final Budget (actuals)

Individual Donations (please specify)

Other Sector Support and Fundraising	Request Budget (projected)	Final Budget (actuals)

Special Fundraising Projects (please specify)

Other Sector Support and Fundraising	Request Budget (projected)	Final Budget (actuals)

Other Revenues (specify)	Request Budget (projected)	Final Budget (actuals)
Total Revenues		

Project Budget

Artistic Expenses – Fees and Honoraria (please provide a breakdown)

Expenditures	Request Budget (projected)	Final Budget (actuals)

Other Artistic Expenses (please specify)

Expenditures	Request Budget (projected)	Final Budget (actuals)

Production/Technical (please specify)

Expenditures	Request Budget (projected)	Final Budget (actuals)

Marketing (please specify)

Expenditures	Request Budget (projected)	Final Budget (actuals)

Rental (please specify)

Expenditures	Request Budget (projected)	Final Budget (actuals)

Administration (please specify)

Expenditures	Request Budget (projected)	Final Budget (actuals)
Insurance		

Fundraising (please specify)

Expenditures	Request Budget (projected)	Final Budget (actuals)

Other Expenditures (specify)	Request Budget (projected)	Final Budget (actuals)
Total Expenditures		

Total Revenues		
Total Expenditures		
Surplus / Deficit		

Project revenues must equal project expenses; if they do not, provide an explanation.

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
Arts Funding Program - Project
Cultural Funding Support Section (26-49)
100 Constellation Drive, 9th Floor West
Ottawa, ON K2G 6J8**

If delivering in person, please ensure to obtain a receipt.

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 Kličius Cultural Funding Officer	613-580-2424, ext. 23231 adrija.klicius@ottawa.ca

General Inquiries

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

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