



COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

Cultural Grant Interim Report Instructions

Please contact us if you need any assistance with this report. We're here to help! Contact Amanda Thompson at hillary@tallahasseearts.org.

By submitting this report, grantees are confirming that the grant-funded project is proceeding and funds are being used as indicated in the original grant application or approved via the amendment process.

You must seek approval for any changes that deviate from your originally approved grant budget through the amendment process. Visit <https://www.tallahasseearts.org/services/grant-programs/> to download the Grant Award Amendment Form.

When is the Interim Report Due?

Interim reports must be emailed to COCA by April 30, 2022.

How Do I Complete It?

Use Adobe Reader ([free download](#)) to complete and save this application form. Activities must

have taken place during the grant period (beginning Oct. 1, 2021).

Consult your grant agreement to confirm your grant number or total award for a given year or visit our website at <https://www.tallahasseearts.org/services/grant-programs/>

No supplemental materials or signature are required for this interim report.

How Do I Submit the Interim Report?

Email the completed form to hillary@tallahasseearts.org

For the Final Report (due Nov. 1, 2022), grantees will also be required to include:

- Program Documentation & Expenditure Log
- Attendance numbers for virtual and live
- programming Geographic programming reach
- Funding recognition from publicity materials for your grant-funded program.

See guidelines for Program Documentation & Expenditure Log and funding recognition at <https://www.tallahasseearts.org/services/grant-programs/>

FY22 Cultural Grant Interim Report

For questions, please contact Hillary Crawford hillary@tallahasseearts.org

Approved by (COCA staff): _____ Date: _____

Certification

Grant #:

Organization Name:

By submitting this report, I certify that I am authorized by the organization indicated above to manage this grant on their behalf. I also attest under penalty of perjury and to the best of my knowledge, that this report presents an accurate and complete description of grant activity from October 1 to date and that the conditions of the grant, as outlined in the grant guidelines and my organization's grant application, are being met. In addition, I understand the information provided in this report is subject to verification by COCA, the City of Tallahassee and/or Leon County.

Printed/typed name and title of authorized official submitting this report

Date of submission

Please indicate updates to contact information if there have been recent changes for your organization:

Project Name:

1) List all events/activities supported by this grant, to date. (Attach additional sheets if this form does not provide enough space.)

Event	Start Date	End Date	Total Attendance	Out County Attendance

2) Indicate the amount of grant funds spent on this project to date: \$

Only report on grant funds which you already received and/or spent to date, whether the project has been completed or is still in progress.

Reminder: *Grant funds may be used only for those programs or purposes specified in your application and approved by the grant review panel.*

3) If you have not yet spent the total amount of grants funds received, please explain why.

4) How do the project outcomes to date compare to your expectations? Use additional pages if necessary.

5) Has COVID-19 (Coronavirus) impacted your project planning, budget, or implementation? If so, please describe how and the ways you are addressing this. Use additional pages if necessary.

6) Additional notes if needed