

Prairie Lakes Regional Arts Council

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Arts and Cultural Heritage Grant

Final Report Form

Application # _____

Organization Name: _____

A new ACH Final Report Budget Form has been created to correspond to the Cultural Data Profile Budget. Organizations have the option of utilizing this new Form and emailing it to PLRAC with their final report.

5. BUDGET SUMMARY (Estimated expenses must correspond to your original application form.) (Cash Only)

You must attach your organization's financial statements for the period of this grant proposal (quarterly or year-end financials.) This means Profit & Loss Statement and Balance Sheet. If you are using a Fiscal Agent, we need an itemized statement from them.

PROPOSAL EXPENSES

Estimated Expenses

Actual Expenses

	Estimated Expenses		Actual Expenses		
	<u>Organ. Expense</u>	<u>ACH Grant</u>	<u>Organ. Expense</u>	<u>ACH Grant</u>	<u>Total Expenses</u>
1 Total Salaries & Fringe					\$0
2 Accounting					\$0
3 Advertising and Marketing					\$0
4 Artist Commission Fees					\$0
4a Artist Consignments					\$0
5 Artists & Performers - Non-Salaried					\$0
6 Audit					\$0
7 Bank Fees					\$0
8 Repairs & Maintenance					\$0
9 Catering & Hospitality					\$0
10 Collections Conservation					\$0
11 Collections Management					\$0
12 Conferences & Meetings					\$0
13 Cost of Sales					\$0
14 Depreciation					\$0
15 Dues & Subscriptions					\$0
16 Equipment Rental					\$0
17 Facilities - Other					\$0
18 Fundraising Expenses - Other					\$0
19 Fundraising Professionals					\$0
20 Grantmaking Expense					\$0
21 Honoraria					\$0
22 In-Kind Contributions					\$0
23 Insurance					\$0
24 Interest Expense					\$0
25 Internet & Website					\$0
26 Investment Fees					\$0
27 Legal Fees					\$0
28 Lodging & Meals					\$0
29 Major Repairs					\$0
30 Office Expense - Other					\$0
31 Other					\$0
32 Postage & Shipping					\$0

33 Printing				\$0
34 Production & Exhibition Costs				\$0
34a Programs - Other				\$0
35 Professional Development				\$0
36 Professional Fees - Other				\$0
37 Public Relations				\$0
38 Rent				\$0
38a Recording & Broadcast Costs				\$0
38b Royalties/Rights & Reproductions				\$0
39 Sales Commission Fees				\$0
39a Security				\$0
40 Supplies - Office & Other				\$0
41 Telephone				\$0
42 Touring				\$0
43 Travel				\$0
44 Utilities				\$0
45 Evaluation (5% of ACH Grant)				\$0
Total Expenses	\$0	\$0	\$0	\$0

(ACH Expenses Total Must Equal Grant Amount)

	<u>Estimated Income</u>	<u>Actual Income</u>
<u>EARNED</u>		
0 Cash on Hand or Carryover		
1 Admissions		
2 Ticket Sales		
3 Tuitions		
4 Workshop & Lecture Fees		
5 Touring Fees		
6 Special Events - Non-fundraising		
7 Gift Shop/Merchandise Sales		
8 Other Earned Revenue (list)		
<u>CONTRIBUTED</u>		
9 Individual Contributions		
10 Corporate Contributions		
11 Foundation Contributions		
12 Government - City/County/State		
13 Other Contributions		
Revenue	\$0	\$0
Grant Amount Requested		
Total Support for the Proposal	\$0	\$0

Note: Total Income for the Proposal should equal Total Expenses.

Profit or Loss Amount (Total Income minus Total Expenses) \$ _____

Total Income of the Proposal minus Total Expenses = Profit or Loss on the Project

*Provide Profit or Loss details in questions #6. If Loss-how will it be covered, if Profit-how will funds be used?