



Special Projects Grant Application: Reporting Requirements for Grants Allocated in 2008

Final Reporting: Deadline December 31, 2009

A final report is required to complete your grant requirements. You will not be eligible for another Special Project Grant until the final report has been received. You are also not eligible for another Special Project Grant for 24 months or until after December 31, 2009 as per the program guidelines. Your report is important in assisting us in measuring the impact this funding has had on you and your project.

- 1.** Please provide a **brief summary** of the completed project.
(in no more than two pages)

Briefly outline:

- What was the impact of the project on artists and audience members, as appropriate? (Include final attendance or dissemination numbers.)
- Please outline any **significant changes** to the project as originally proposed.

You may also choose to elaborate on the following:

- What were the most positive outcomes of the project?
- What were the most significant challenges?
- Do you have feedback for Calgary Arts Development regarding the Special Project Grant? If so, please elaborate.

- 2. Acknowledgement of Calgary Arts Development.** If you have received funds from Calgary Arts Development, please ensure you recognize both Calgary Arts Development and the City of Calgary in all of your promotional materials. Whenever possible, logos for the City of Calgary and Calgary Arts Development should be placed side by side to recognize that funding has been provided by the City of Calgary through Calgary Arts Development.

Logos and requirements are on our website at www.calgaryartsdevelopment.com/logos. Copies of publicity materials showing acknowledgment of this support should be included in your final report.

- 3.** Re-submit your **application budget form** with **final actual revenue and expenditure** figures and an explanation for any significant variances from the figures submitted in your original application.

4. If the project is a film or a publication, please provide a video copy of the completed film or a copy of the book or publication.

Please notify our office by email, mail or fax when the project is being advertised and presented so we can arrange to have a CADA representative attend.

Projects must be completed and final reports must be filed no later than December 31, 2009.

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Free marketing on ArtsMart

ArtsMart is Calgary Arts Development's permission-based e-mail marketing service and the most reliable and comprehensive information source on Calgary's arts and culture scene. If you'd like to list your arts and culture events on ArtsMART free of charge, visit **www.artsmartcalgary.ca/submissions** to submit your event. Please encourage everyone you know to visit **www.artsmartcalgary.ca** to sign up for the weekly ArtsMart e-mail newsletter, delivered every Wednesday to over 8,000 Calgarians.

Free classified ads on www.calgaryartsdevelopment.com

This new service for posting and searching classified ads can be found on our website.

On behalf of Calgary Arts Development, I wish you every success with your project. If you have any questions, don't hesitate to call Holly Simon at 403-264-5330 (extension 109).