**SPRINGFIELD AREA ARTS COUNCIL**

**420 South Sixth Street Springfield, IL 62701**

**217-753-3519 Fax: 217-753-8018 office@springfieldartsco.org**

CITY ARTS GRANT 2018-2019

*RENTAL* FINAL REPORT – NARRATIVE

Organization Grant Number CA Rental FY19 –

Address City Zip Individual Completing This Report

Position/Title

E-mail Phone

Title of Program Funded

Beginning Date Ending Date

City of Springfield Ward # Alderman

1. Submit this **NARRATIVE REPORT** according to instructions **within sixty (60) days** of the ending date of the program funded by the Springfield Area Arts Council.
2. PLEASE DISCUSS THE FOLLOWING POINTS, USING NO MORE THAN TWO PAGES (SINGLE-SPACED).
3. Briefly describe how the funds were used. Note any major deviations from the program description in the original Springfield Area Arts Council application.
4. If your program were to be conducted again, then would there be any change in its structure, operation and/or scope?
5. Please evaluate your program in terms of accomplishment of the program goals and its success or its impact on the audience served.
6. Is the City Arts Program responsive to your organization's needs? How can it be more effective?
7. Attach copies of programs, newsletters, articles, or any publicity crediting the Springfield Area Arts Council and the City of Springfield.
8. This is one of two reports required. The other is a **FINANCIAL REPORT** which you must complete and submit with this report.
9. Both reports must show completely and accurately how the program actually occurred. This will be helpful to you in assessing the success of the program and for staff working with you in the future and to the City Arts Grant Panel in reviewing subsequent applications.
10. Reports must be complete, and each must be signed by the program/project director. Incomplete or unsigned reports will be returned.

Contact the Springfield Area Arts Council (753-3519 or office@springfieldartsco.org) if you have questions.

Program/Project Director's Signature Telephone Number Date

Please retain your records of this grant for three years following receipt of this award.