

**TRAVERSE CITY ARTS COMMISSION "PAINT IT FORWARD" GRANT APPLICATION
FINANCIAL AND FINAL REPORT FORM**

Grantee _____

Project Name _____

Street/Mailing Address _____

Project Manager _____ Title _____ Report Date _____

Amount of Grant Award _____ Date Awarded _____

Match Provided _____

I, _____, certify that the information presented in this financial and final report is accurate and meets the requirements outlined in the Paint It Forward Grant Agreement for this project.

Signature _____ Date _____

Expenses Reimbursement Request

Item	Amount	Notes
Total		

Please include only invoices/receipts for which reimbursement is requested. As a reminder, the Arts Commission will only provide reimbursement for funds consistent with the Grantee's tax status, the mission of the Arts Commission and are consistent with the grant agreement. These funds cannot be used for political or advocacy activities.

Final Report

Please describe the project in enough detail that someone unfamiliar with the project will understand, including any facts or figures (e.g., brochures printed, people reached, size of installation) and how this has or will benefit the community. Please include anything learned including any challenges and how they were overcome.

Include a copy of any materials or reports associated with the project. Please include 1-3 photos that capture the project as an attachment with the Report Form.

You may type this form or a separate document may be attached. Large reports and photo attachments can just directly emailed to harry@downtowntc.com. Please make sure to note the attachments are part of the grant report.

Submission

Please submit a copy of this form to "Care of the Traverse City Arts Commission" via email at harry@downtowntc.com or mail to 303 E. State Street, Traverse City, MI 49684 within 30 days of project completion. The Arts Commission will review the materials and mail a check to the grantee at the address listed above within 30 days of receipt if all the conditions of the grant have been met. Any questions should be addressed to Harry Burkholder at harry@downtowntc.com or 232-922-2050