

**D.C. COMMISSION ON THE ARTS AND HUMANITIES
INTERIM NARRATIVE REPORT FORM (804)**

FISCAL YEAR: _____

SEND TO:

200 I (EYE) Street, SE
Suite 1400
Washington, DC 20003

NOTE: All grantees receiving a grant of \$10,000 or more are required to submit an Interim Narrative Report before receiving the second grant payment, as indicated in your grant award letter and unless otherwise stipulated.

Grantees should refer to the budget (original or revised) submitted with the original grant award package.

Grantee Name

Grant Award Number
Period

Grant Amount

Grant

Contact Name

Title

Address

Ward #

Contact Email

Website

Contact Phone

INTERIM EVALUATIVE NARRATIVE

(Attach additional pages if necessary.)

1. Please provide an update on the project activities completed to date. Please be specific and address the benchmarks included in the Project Details section of your Agreement.

2. Have there been any notable successes or difficulties executing the project to date? Briefly describe.

3. What suggestions do you have for improvement in the grants process?

Project Descriptors

Project Descriptors: Check off one or more of the following “descriptors” if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: _____
 International: _____
 Presenting/Touring: _____
 Technology _____
 Youth at Risk: _____

Arts Education

Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

INTERIM FINANCIAL REPORT FORM (805)

INSTRUCTIONS BUDGET AND EXPENDITURE REPORT

Prior to receiving the second payment of grant funds, grantees are required to submit the Interim Financial Report Form (805), accompanied by the appropriate supporting documentation (i.e., official payroll ledgers, cancelled checks or bank statements with corresponding invoices and/or official paid receipts).

- You must document expenditures for 50% of the grant amount.
- If the grant requires a match, you must also document expenditures for 50% of the match amount.
- Please do not document expenditures that exceed the total grant and match amount.
- Please complete the Project Budget (Column A). Refer to Column C of the project budget submitted on the Form 803 with your grant agreement to complete this section.
- Please complete DCCAH Costs (Column B). Enter the actual expenses attributed to DCCAH funds to-date. Organize, label and attach documentation (such as copies of canceled checks, official receipts, etc.). Canceled checks must be photocopied on both sides.
- Please complete Matching Costs (Column C). Indicate the application of funds other than the DCCAH grant toward expenses incurred to-date.
- If expenses include artistic fees to yourself, please submit a notarized statement for the amount or copies of cancelled checks written to yourself.
- Note that in-kind contributions cannot be used as part of the matching share.

D.C. COMMISSION ON THE ARTS AND HUMANITIES INTERIM FINANCIAL REPORT FORM (805)

Grantee Name	Grant Award Number	
Address	Ward #	
Contact Name Email	Contact Phone	Contact
Grant Amount	Grant Period	

BUDGET AND EXPENDITURE REPORT			
	(A) PROJECT INCOME	(B) DCCAH contribution	(C) Match contribution
PROJECT INCOME			
GRANTS / CONTRACTS - specify Government, Foundations, Corporations, United Way/CFC if applicable			
INDIVIDUAL DONATIONS			
EARNED REVENUE - specify events, publications, fees, ticket sales and memberships, if applicable			
OTHER - may not include in-kind donations			
PROJECT EXPENSES	PROJECT EXPENSES	DCCAH contribution	Match contribution
<i>Administration may not exceed 35% of total expenses</i>			
PERSONNEL - includes salaries, payroll taxes and fringe			
CONSULTANTS AND PROFESSIONAL FEES			
ADMINISTRATIVE COSTS - if exceeds \$1,000, specify equipment, supplies, maintenance, etc. in separate narrative			
RENT AND UTILITIES			
OTHER - if exceeds \$1,000, specify in separate narrative			
Total Administrative Expenses			
<i>Artistic Fees will be 65% - 100% of total expenses</i>			
PERSONNEL - includes salaries, payroll taxes and fringe			
CONSULTANTS / TEACHING ARTISTS			
MATERIALS, SUPPLIES, EQUIPMENT			
TRANSPORTATION			
OTHER - if exceeds \$1,000, specify in separate narrative			
Total Artistic Expenses			
TOTAL EXPENSES			

Signature: (of Authorizing Official or Individual Grantee)

Date:

**D.C. COMMISSION ON THE ARTS AND HUMANITIES
STATISTICAL INFORMATION: Interim Projections**

Grantee Name

Date:

Grant Number

Grant Amount

To assist the D.C. Commission on the Arts and Humanities gather statistical information, please provide the information below to the best of your ability.

- Please do not count an individual more than once in your projected figures.
- Be as specific as possible in the amount served through the funded activity. Use a number to determine the quantity served. Do not use terms like “city wide.”

	TOTAL
Number of Individuals/Audience benefiting from Activity (<i>Do not include youth</i>)	
Number of Youth benefiting from activity	
Number of artists involved in activity	
Number Schools benefiting from activity	
Number of showcases, presentation or cultural opportunities offered via funded activity	

List the names of the schools benefiting:

What measures will be used to determine how many benefited? (Please be specific)

Signature: (of Authorizing Official or Individual Grantee)

Date: