



INDEPENDENT ARTISTS PROGRAM

FINAL REPORT

- **FINAL REPORTS ARE DUE 30 DAYS AFTER THE APPROVED PROJECT END DATE.**
- **DO NOT STAPLE OR CLIP ANY FINAL REPORT MATERIALS OR PLACE ANY ITEMS IN FOLDERS.**
- **SUBMIT THE FINAL REPORT TO THE SASKATCHEWAN ARTS BOARD AT THE ADDRESS LISTED AT THE BOTTOM OF THE PAGE.**

RECIPIENT INFORMATION

Recipient Name:

Mailing Address: *Changed since last correspondence*

Phone:

E-mail:

GRANT INFORMATION

File ID No.:

Deadline Application Submitted:

Grant Amount Received: \$

REPORT REQUIREMENTS

1. **Briefly describe** the project, how the grant was used, and the impact of the project on your art form, art practice and career.
 - Include an explanation of any changes to the completed project from that proposed in the original application *(if applicable)*.

Use the space provided below and on the next page. DO NOT write the information on a separate page.

Brief description continued...

2. **Describe** how the Saskatchewan Arts Board's financial support was acknowledged (if applicable).
Use the space provided below. DO NOT write the information on a separate page.

3. **Complete and enclose** the *Final Report – Budget* template (page 4).

The template also is available as an Excel document on the Arts Board's website.

- In *Column 1* – enter the revenue and expenses listed in the approved budget.
 - In *Column 2* – list the project's actual revenue and expenses.
 - In *Column 3* – include an explanation of any variances in final actuals from the approved budget.
- Enclose** photocopies of receipts for eligible expenses equal to the total amount of the grant.
- **Arrange receipts** in the same order as the listing of expenses in the budget.

4. **Enclose** pertinent support material such as copies of reviews, catalogues, research results, manuscript samples (*maximum 10 pages*) or other appropriate documentation of the work, visual support material (*digital images*), posters, programs, CDs or DVDs (*as applicable*).

- **List** the support material items included with this report.
If support material cannot be scanned, indicate the number of copies submitted for each item.
Use the space provided below. DO NOT write the information on a separate page.

- (1)
- (2)
- (3)
- (4)
- (5)

DECLARATION

I certify that the information contained in this report is accurate and complete, and that the grant has been fully spent for the purposes outlined in the Saskatchewan Arts Board's grant notification letter.

Recipient Signature

Date

For Saskatchewan Arts Board Use Only:

FINAL REPORT APPROVED

Program Consultant

Date



INDEPENDENT ARTISTS PROGRAM
FINAL REPORT – BUDGET

Recipient Name:			
File ID No.:			
Revenue:	<i>Column 1</i> Approved Budget	<i>Column 2</i> Final Actuals	<i>Column 3</i> Revenue Notes
Saskatchewan Arts Board Grant			
Other Grants <i>(list)</i>			
Personal Contribution <i>(list)</i>			
Other <i>(list)</i>			
Total Revenue			
Expenses:	<i>Column 1</i> Approved Budget	<i>Column 2</i> Final Actuals	<i>Column 3</i> Expense Notes
Living Expenses <i>(# months: @ \$ /month)</i>			
Artist Fees <i>(total)</i>			
Fees <i>(list)</i>			
Travel <i>(list)</i>			
Materials <i>(list)</i>			
Equipment <i>(list)</i>			
Production Costs <i>(list) - include other personnel</i>			
Registration or Program Costs <i>(list)</i>			
Other <i>(list)</i>			
Total Expenses			