



# INDIGENOUS/MÉTIS ART AND ARTISTS

## FINAL REPORT

- **FINAL REPORTS ARE DUE 30 DAYS AFTER THE APPROVED PROJECT OR GRANT TERM END DATE.**
- **DO NOT STAPLE OR CLIP ANY FINAL REPORT MATERIALS OR PLACE ANY ITEMS IN FOLDERS.**
- **SUBMIT YOUR FINAL REPORT TO THE SASKATCHEWAN ARTS BOARD AT THE ADDRESS LISTED AT THE BOTTOM OF THE PAGE**
- **IF YOU ARE UNABLE TO COMPLETE ALL SECTIONS OF THE REPORT OR HAVE MISSING DOCUMENTATION, CONTACT THE PROGRAM CONSULTANT. SUPPORT MATERIAL DEMONSTRATING THAT YOU UNDERTOOK THE PROJECT ACTIVITIES MAY BE ACCEPTED IN SOME CIRCUMSTANCES.**

### GRANT RECIPIENT INFORMATION

Name (Individual Artist, Artist Collaboration):

Mailing Address:  *I've moved since last correspondence*

Phone:

E-mail:

### GRANT INFORMATION

File ID No.: *(See your Funding Allocation document)*

Deadline of Your Application:

Grant Amount Received: \$

### REPORT REQUIREMENTS

1. Overview of the project: *(Briefly tell us about your project):*

- the project activities you accomplished over the grant term
- if relevant, how the actual project differed from the proposal in your application
- your ongoing vision for the project, including plans to produce, perform, present or publish it
- how support to undertake this project will impact your artistic practice, body of work and career.

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

**Brief description continued...**

2. Tell us how you acknowledged or how you plan to acknowledge the Saskatchewan Arts Board's financial support. In print? From the podium? In the program?

*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).

*You can download an Excel document template from the Arts Board's website.*

- In *Column 1* – enter the revenue (income, sponsorships, funding and personal resources) and expenses (project costs and living allowance) listed in your application or approved revised budget.
  - In *Column 2* – list your project's actual revenue and expenses over the grant term.
  - In *Column 3* – include a note explaining any variances in final actuals from the approved budget (differences between the amounts in Column 1 and Column 2).
- Enclose photocopies of receipts for eligible expenses over \$100 or for significant project expenses such as artist or professional fees, venue rental, equipment, travel, registration or program costs and accommodation. We don't need receipts for your living costs, such as rent, food or utility bills.
- Arrange receipts in the same order as the listing of expenses in your budget report.

4. We want to see your work, and your grant at work. Enclose support material that documents your project, such as copies of reviews, catalogues, programs or posters, and samples of the work itself: manuscript excerpts (*up to 10 pages*), digital images, CDs, DVDs or clips (not originals).

- In the space below, list the support material items you're including with this report.

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

## DECLARATION

I certify that the information contained in this report is accurate and complete, and that my Independent Artists grant was 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*



**INDIGENOUS/MÉTIS ART AND ARTISTS  
FINAL REPORT – BUDGET**

<b>Recipient Name:</b>			
<b>File ID No.:</b>			
<b>Revenue:</b>	<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>			
<b>Total Revenue</b>			
<b>Expenses:</b>	<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>			
<b>Total Expenses</b>			