



**Friends of the Rylander Grassroots Arts Program**  
**FY 2009/2010 Sub-Grantee Final Report**

To be completed by Sub-grantee and emailed, mailed or delivered with required support materials to [boxoffice@rylander.org](mailto:boxoffice@rylander.org) no later than July 15, 2010

**\*\*Use insert key to fill in lined fields\*\***

**Part 1 – Contact Information**

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Applicant Organization County

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Federal ID# DUNS#

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Mailing Address

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City Zip Phone Number

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Congressional District House Senate

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Contact Person Contact Person's Phone

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Contact Person's Email

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Project Director (and contact information if different from above)



**Part 2 – Program Description**

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Project Title

Project Dates

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Venue

Number of Participating Georgia Artists (professional only):

\_\_\_\_\_

Number of Adults and Youth included in Audience/Participants:

\_\_\_\_\_

Number of Youth included in Audience/Participants:

\_\_\_\_\_

Have you included support materials with this Final Report, including verification that you observed GAP credit/logo requirements?

Yes \_\_\_\_\_

No \_\_\_\_\_

Have you emailed the GAP partner at least 4 color .jpg photos of the project/event?

Yes \_\_\_\_\_

No \_\_\_\_\_

1) Provide a brief, yet complete, description of the arts project including project details, marketing efforts and overall audience/participant diversity. How did it meet (or not) the success measures described in the application? A one-sentence description is not sufficient.

2) Share an inspiring story that emerged from your project.

**Proposed Project Budget**

**Expenses**

- |  |          |
|--|----------|
| 1. Personnel – Administrative (attach a breakdown)           | \$ _____ |
| 2. Personnel – Artistic (attach a breakdown)                 | \$ _____ |
| 3. Personnel – Technical/Production (attach a breakdown)     | \$ _____ |
| 4. Outside Fees and Services – Artistic (attach a breakdown) | \$ _____ |
| 5. Outside Fees and Services – Other (attach a breakdown)    | \$ _____ |
| 6. Space Rental  | \$ _____ |
| 7. Travel  | \$ _____ |
| 8. Marketing   | \$ _____ |
| 9. Other Operating Expenses (attach a breakdown)             | \$ _____ |
| <br>   |          |
| 10. TOTAL EXPENSES   | \$ _____ |

**Income**

**Description**

- |  |          |
|--|----------|
| 1. Admission (attach a breakdown)                        | \$ _____ |
| 2. Contracted Services (attach a breakdown)              | \$ _____ |
| 3. Donations (attach a breakdown)                        |          |
| Individual   | \$ _____ |
| Corporate (List names & towns)                           | \$ _____ |
| Foundation (List names & towns)                          | \$ _____ |
| 4. Government Support                                    |          |
| Federal  | \$ _____ |
| State  | \$ _____ |
| Local  | \$ _____ |
| 5. Other (attach a breakdown)                            | \$ _____ |
| 6. GAP Grant Amount (report total dollar amount awarded) | \$ _____ |
| <br>   |          |
| 7. TOTAL INCOME  | \$ _____ |



## **Grassroots Arts Program Project Budget Glossary**

*Following this project budget glossary will make filling out your budget easier – and will clarify your plans better for the Grant Review Panel.*

**Expenses** (All must be clearly identified as part of this project)

**Personnel** – Paid permanent staff for your organization (salaries, wages and benefits).

### **1. Administrative**

Executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers; clerical staff such as secretaries, typists, bookkeepers; supportive staff such as maintenance and security; ushers and other front-of-the-house and box office personnel

### **2. Artistic**

Artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, actors, authors, sculptors, graphic artists, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

### **3. Technical/Production**

Technical management and staff such as technical directors; wardrobe, lighting and sound crew stage managers, stagehands; video and film technicians, exhibit designers and installers, etc.

**Outside Fees and Services** – Payments to firms or persons for services of individuals who are not on the permanent staff of your organization

### **4. Artistic**

Consultants, temporary or short-term employees including artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc.

### **5. Other**

Non-artistic services from consultants, instructors or technical/production personnel temporarily employed for this project

## **Additional Categories**

### **6. Space Rental**

Payments for rental of office, rehearsal, theater, hall, gallery or other such space

### **7. Travel**

Travel including fares, lodging, food, taxis, gratuities, per diem payments, tolls, mileage, allowances on personal vehicles, car rental. For trucking, shipping or hauling, see Item 9

### **8. Marketing/Advertising/Printing**

All costs for publicity and promotion, including newspapers, radio, television advertising, printing and mailing of brochures, flyers and posters, food, drink and space rental when directly connected to promotion

### **9. Other Operating Expenses – Attach a detailed breakdown**

All expenses not entered in other categories, including scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest, photo supplies, publication purchases, sets and props, food consumed on premises, equipment rental or purchase, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling, fund-raising costs

Include state sales tax on ticket sales; do not include loan principal payments.

### **10. Total Expense**

Total of all project expenses (lines 1 – 9)

Line 10 must match line 7 below

## **Income**

*All income must be clearly identified as having been given for this project. A proportionate share earmarked for this project from other donations, grants and support is acceptable and must be duly explained. You must identify these sources by name on the Budget Page.*

**1. Admission**

Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project

**2. Contracted Services**

Revenue derived from fees earned through sale of services. Include workshops, fees paid to your organization, tuition for classes, contracts for specific services you provide

**3. Donations**

**A. Individual or Private** – Cash support derived from cash donations by individuals for this project

**B. Corporate** – Cash support derived from contributions given for this project by businesses and corporations

**C. Foundation** – Cash support derived from grants given for this project by private foundations

**4. Government Support**

**Federal/State/Local** – Cash support derived from grants or appropriations given for this project by agencies, departments of federal/state/local governments. List the name of the agency giving the funds. (Do not include this anticipated grant)

**5. Other**

Revenue derived from sources other than those listed above. Include advertising space sold in programs, concessions, tee-shirt sales, investment income, gift shop income, etc.

**6. GAP Grant Request**

Amount requested in support if this project

**7. Total Income**

Total of all project income (lines 1 – 6)

Line 7 must match line 10 above

**Please attach the required supporting materials, including:**

- This completed form
- Your budget breakdown
- Proof of compliance with credit requirements for Georgia council for the Arts and the Grassroots Arts Program
- Thank you letters or emails sent to legislators
- Four photos of your project or event

**You may submit your Final Report and required supporting materials:**

- 1) By email to the Rylander Theatre at [boxoffice@rylander.org](mailto:boxoffice@rylander.org)

OR

- 2) Mail or deliver one complete copy

MAIL TO: Friends of the Rylander  
Grassroots Arts Program  
P. O. Box 864  
Americus, GA 31709

DELIVER TO: Rylander Theatre  
Grassroots Arts Program  
310 West Lamar Street  
Americus, GA 31709





**Grassroots Arts Program  
Final Request for Funding/10% of Total Grant**

Organization Name

Contact Person

Mailing Address

Email

Phone Number

Project Title

Organization's FEI Number

**Request Amount Information**

Follow the instructions to calculate initial funding for this Reporting Period

- 1. Enter Total Grant Amount \$ \_\_\_\_\_
- 2. Amount Previously Funded: \$ \_\_\_\_\_
- 3. Remaining Funds Due: \$ \_\_\_\_\_

**Required Signature**

This document must be signed in **blue ink** by one of the two authorized persons so designated on the original grant application or the most recent Change of Information Form. If either of the officials who signed the original application for this contract are not the current officials in those roles, it is the applicant's responsibility to submit a Change of Information Form with complete contact information for the new official(s); official documents from Friends of the Rylander are sent to the address of record in Friends of the Rylander files and if no applicant response is received by the Friends of the Rylander, cancellation of funds and denial of eligibility for future applications can occur.

"I certify that the above statement of services rendered is true and correct to the best of my knowledge and belief."

\_\_\_\_\_  
Signature of Highest Ranking Executive or  
Authorized Official (**Blue Ink**)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

**Please sign and return to:**

**Brenda Burns  
Friends of the Rylander  
Grassroots Arts Program  
P. O. Box 864  
Americus, GA 31709**