

Concluding Report

Please submit concluding report to the CEO & Executive Director at grants@arta.net.

Grant Activity _____ Date _____

Branch Name _____

Event Contact Name _____

Telephone Number _____

Email _____

- A concluding report shall be submitted to the executive director within 30 days of the event (template to be developed). Future funding is dependent on submitting the concluding report.
- The Concluding Report must demonstrate that ARTA funds were used for eligible expenses. Copies of invoices or receipts should accompany the report.
- Any questions that do not apply can simply be answered with a response of "Not-Applicable (N/A)".

Attendance _____ Members (ARTA & Branch) _____ Non-Members _____

What would you do the same next time?

What would you do differently next time?

How was this activity of benefit to your branch?

What future initiatives has your branch considered?

How was the activity communicated? Please include copies of notices to members and advertisements you sent out or posted.

Summary of Participant Evaluations.

	Budget	Actual
Expenses		
Venue		
Speaker / Travel / Hotel		
Total , (should be equal or greater than ARTA contribution)		
Amount requested from ARTA		

Applicant's Signature _____ Date _____

Branch President's Signature _____ Date _____

OFFICE USE ONLY

Committee:

Code:

Chair:

Chair email: