

Interim Report Instructions

Please ensure you read this document carefully and in full before you begin. If you require assistance, contact the Kingston Arts Council at 613-546-2787 or grants@artskingston.ca.

Your Interim Report is due no later than December 31, 2018.

Submit ONE digital copy of the Interim Report. Scanned or digital signatures are acceptable. Reports must be typed and submitted electronically to grants@artskingston.ca with the subject: Interim Report 2018 - Organization Name.

This form is a fillable PDF and it must be completed using Adobe Reader. Adobe Reader can be downloaded for free at: <https://get.adobe.com/reader/>.

Each question in the Interim Report has a set amount of space for your response. All text must fit in the box provided. Do not leave any questions blank.

The KAC is committed to providing accessible services. Deaf persons and persons with disabilities who require accommodation (e.g. assistance, alternate formats) are encouraged to contact us as soon as possible.

Interim Report Checklist

Use the checklist below to verify that the Interim Report is complete. The following must be included in your submission in the listed order:

- Completed Interim Report Checklist
- Grant Recipient Information
 - Operating Details:
 - Overview of activities and programming
 - Overview of operational plans
 - Update on budget and financial plans
 - Signature

Grant Recipient Information

Organization Name:			
Mailing Address:			
Contact Person:		Title:	
Phone:		Mobile:	
Email:		Website:	

This mailing address is new since the CKAF application.

Operating Details

1. Provide an overview of your organization's activities since July 2018. Include successes and challenges and report on any significant changes to scope and direction.

2. Provide an overview of your operational activities since July 2018. Include successes and challenges and report on any significant changes to scope and direction.

3. Is your organization currently progressing on budget? Please describe any changes to budget and/or additional funding.



**Operating Grant Interim Report
2018 City of Kingston Arts Fund**



Signature

By signing below, you are stating and agreeing to the following:

“I confirm that the Operating Grant awarded is being used as outlined in 2018 City of Kingston Arts Fund grant application and in this Interim Report.”

The Interim Report must be signed by one official signing officer from the organization.

Name	Title	Signature	Date