

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 - Project 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
- Project Details
 - Overview of project
 - Overview of project schedule
 - Update on budget and financial plans
- Signature

Grant Recipient Information

Organization/Collective Name:			
Legal Name of Sponsoring Organization: <i>(if Organization/Collective is being sponsored by another organization)</i>			
Mailing Address:			
Contact Person:		Title:	
Phone:		Mobile:	
Email:		Website:	

This mailing address is new since the CKAF application.

Project Details

Project Title	
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1. Provide an overview of your project's activities since July 2018 and report on any changes to scope and direction of your project as written in the application. If your project has not started yet, highlight upcoming activities.

2. Outline and explain any changes to the project schedule as written in your application.

3. Provide update on the project's budget and financial plans, i.e. results of other grant applications, sponsorship, fundraising, etc.

Signature

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

“I confirm that the Project Grant awarded is being used as outlined in our 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/collective.

Name	Title	Signature	Date