2022 CKAF Project Grant Interim Report

Please ensure you read this document carefully and in full before you begin. If you require assistance, contact the Kingston Arts Council at grants@artskingston.ca. Your Interim Report is due no later than **14 January 2023.**

Submission Instructions

Submit **ONE** digital copy of the Interim Report. Scanned or digital signatures are acceptable. Reports must be typed and submitted to grants@artskingston.ca with the subject: Interim Report 2022 - 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. You must answer every question. Do not leave any questions blank and do not enter "N/A".

Report Checklist

Use the checklist below to verify that the Interim Report is complete:

- o Section 1: Grant Recipient Information
- o Section 2: Project Details
- o Section 3: Signature

Section 1: Identifying Information

Project Name:

Common Name of Organization:

Legal Name of Organization:

Mailing Address: Kingston, ON

　　　　　　　Street Address   Postal Code

Phone: Website:

Contact for Application:

　　　　　　　Name   Email Address

Is this mailing address new since your CKAF application?   Yes   No

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Section 2: Project Details

1. Provide an overview of your project's activities since July 2022 and report on any changes to scope and direction. If your project has not started yet, highlight upcoming activities.

2. Outline and explain any changes to the project schedule from your application.

3. Provide an update on the project's budget, including the results of other grant applications, sponsorships, or fundraising. Have there been any changes to revenue or expense since your application?

Section 3: Signatures

The Interim Report must be signed by one signing officer from the organization or collective. Reports will not be accepted without signatures. You may use the "Fill and Sign" function on Adobe Reader or you may insert images of the signatures directly into the signature page. Do NOT print out the page and scan it.

- To use the Adobe function, select the signature icon on the toolbar or go to Tools and select "Fill and Sign". Adobe will identify the signature field and prompt you. You can find instructions at https://helpx.adobe.com/reader/using/sign-pdfs.html.
- To insert an image of a signature, create a digital signature or sign a piece of paper and scan it. Save the signature as an image file on your device first. Then, click on the signature box on the application and Adobe will prompt you to choose an image from your device.

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 2022 City of Kingston Arts Fund grant application and in this Interim Report."

Signature:

Name	Signature	Date