



Nan Yeomans Grant for Artistic Development 2023 Final Report

Final Report Instructions

This Final Report form is a fillable PDF. It must be completed using Adobe Reader, which can be downloaded for free at get.adobe.com/reader. Each question has a set amount of space for your response; all text must fit in the box provided.

The entire report must be submitted via email to grants@artskingston.ca with the subject “Nan Yeomans 2023 – Final Report”. All additional documents must be submitted as attachments (compressed or sent as a ZIP file if necessary).

Before submitting your Final Report, please use the checklist below to verify that your report is complete and all necessary materials have been gathered.

Final Report Deadline: 31 December 2024, 11:59 PM EST

If you have questions or require accommodations, please contact:

Violet Tang
Grants and Programs Coordinator
Kingston Arts Council
grants@artskingston.ca | 613-546-2999

Final Report Checklist

Please ensure the following items are included in your Final Report. Check the boxes when completed. A completed Final Report consists of the following completed sections:

Applicant Information

Project Details

Supplementary Material (attached)

- Images
- Promotional Material (if applicable)

Signature

Grant Recipient Information

Name	
Mailing Address	
Email	
Phone Number	
Website	

Project Details

1. Describe how you used the Nan Yeomans Grant for Artistic Development. What did you accomplish?

2. Describe any changes from the proposal submitted in your application.

3. Describe any differences between the budget submitted in your application and the final budget submitted in Question 6. Explain any surplus or deficit.

4. Describe the impact this grant had on you as an artist and how it has contributed to your professional and artistic growth.

5. If there are any future plans that resulted from this grant, please describe them. For example, if this grant was used to create new work, do you have plans to exhibit the work in the future?

6. Report your final budget using the chart below, outlining the actual amounts received and spent. Please use the *Notes* column to explain budget items, for example: *Paint = \$50 (\$10 x 5 cans of paint)*. If your Expenses are higher than the Nan Yeomans Grant amount of \$2,500, you must explain in Revenues how these costs are covered, for example: *Personal Savings - \$500*.

Revenues		
Item	Amount (\$)	Notes
Nan Yeomans Grant for Artistic Development	\$2,500	
Total		
Expenses		
Item	Amount (\$)	Notes
Total		
Surplus / Deficit		

Supplementary Material

Please submit 3-5 items of digital supplementary material in the form of images and/or video. This should include examples of work created with the assistance of this grant. You may also submit images/video of any activities undertaken with the support of this grant (for example, if you used the grant to rent a studio or take lessons with an instructor, you could include “action shots” of yourself working in the studio or with the instructor).

Images should be in JPG format (minimum 72dpi). All video material should not add up to more than ten minutes. Please ensure that you have tested your files in advance.

Please fill out the table below, and title your supplementary material accordingly, using the format *Image#_Title_YourInitials* (for example, **1_BlueSkies_VT.jpg**).

#	Title	Description Please include a brief description as well as the following, according to the item submitted: Artwork: medium and dimensions Video: length Documentation of activities: photo credit	Year Created
1			
2			
3			
4			
5			

Please note: supplementary material submitted may be used by the KAC to promote the Nan Yeomans grant program (for example, on our website, social media, newsletter, or Annual Report). Any photos used will be credited according to the information submitted in the above chart and will not be used outside of the scope of promoting or highlighting the grant program. Please reach out to the KAC if you have any concerns or stipulations regarding the use of any submitted materials.

Signature

I hereby certify that the Nan Yeomans Grant for Artistic Development 2023 funding has been fully spent on the activity for which the grant was awarded, and that the information contained in this Final Report is accurate.

Name	Signature	Date