

## The Community Festival (ComFest) Grants Final Report Form (Page 1 of 2)

### *Applicant Information:*

Amount Granted: \_\_\_\_\_  
Date Granted: \_\_\_\_\_  
Date of Final Report: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website address: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Alternate Contact Person: \_\_\_\_\_

### *Project Report*

Provide a narrative that describes the results of the project. The narrative should include: dates, who, what, when, and the results of the project. Include how the project actually helped to advance yours and The Community Festival's (ComFest's) organizational missions. Narrative should be no longer than two double-spaced typewritten pages.

### *Reflection*

Reflect upon the project. Talk about what went well and what didn't go so well. What have you learned from the project and what would you do differently next time?

### *Certification Statement*

The signature below certifies that this organization's governing board has given formal approval for the submission of this final report, that all facts, figures and representations made in this application are true and correct to the best of the signer's knowledge and signifies compliance with the mission statement of The Community Festival (ComFest).

Board President Signature: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

**The Community Festival (ComFest) Grant Final Report Form (Page 2 of 2)**

*Final Budget, i.e. What did it actually cost to do the project?*

**Project  
Revenues**

<b>Revenue Item</b>	<b>ComFest Grant</b>	<b>Self Funded</b>	<b>In-Kind Contribution</b>	<b>Other</b>	<b>Total</b>
Govt grants & contracts					
Foundations					
Corporations					
Religious institutions					
United Way					
Individual contributions					
Fundraising events & products					
Membership income					
In-kind support					
<b>Total Project Revenues</b>					

**Project  
Expenses**

<b>Expense Item</b>	<b>ComFest Grant</b>	<b>Other</b>	<b>Total</b>
Salaries & wages	XXXXXXXXXX		
Benefits & payroll taxes	XXXXXXXXXX		
Consultant & prof fees:			
Artistic			
Educational			
Technical & Production			
Other prof fees (specify):			
Travel			
Equipment			
Supplies	XXXXXXXXXX		
Training			
Marketing & publicity			
Printing & copying	XXXXXXXXXX		
Telephone & fax	XXXXXXXXXX		
Postage & delivery	XXXXXXXXXX		
Rent & utilities	XXXXXXXXXX		
In-kind expenses			
Other (specify):			
<b>Total Project Expenses</b>			

