

REPORT ON USE OF JEROME FOUNDATION GRANT

REPORTING ORGANIZATION/ ARTIST _____

ADDRESS _____

TELEPHONE _____

DATE OF REPORT _____

NAME AND TITLE OF PERSON COMPLETING THIS REPORT _____

THIS IS A(N) [] INTERIM REPORT [] ANNUAL REPORT [] FINAL REPORT
Year Covered _____ Year(s) Covered _____

Grant notification letters specify the timing of reports required—interim, annual and/or final.

Interim reports should be submitted mid-way through the project/program and should describe progress made toward the goals stated in the application. **Annual** reports are required from grantees who receive multi-year grants. A **final** report should be submitted within 60 days following the conclusion of the project/program. For nonprofit organizations completing this form, an audit and/or tax return (Form 990) for the year in which the program took place should be submitted as soon as available.

Annual and final reports should answer the following questions and include the following materials. Please attach this sheet as the cover to the report (s).

1. Did the program/project for which you received support take place as outlined in your application? Please describe what was accomplished. If there were changes, please note those.
2. Submit materials documenting the project/program, such as performance programs, exhibition brochures, photographs, slides, videotapes, announcement cards, press releases, etc.
3. Submit copies of any media coverage, including reviews.
4. The artistic/program director should evaluate in a written statement the quality and effectiveness of the Jerome-assisted activity(ies). If Jerome monies supported a regranting program through which an arts organization granted funds to emerging artists, include individual evaluations from the creative artists who received support. (Please do not be cautious about negative evaluations or criticism. The Foundation does not expect that everything it supports will be successful. We learn from ambitious failures.)

Please tell the Foundation what you and/or your organization learned from the Jerome-supported project/program.

Submit an itemized financial report that presents the total expenses for the program/project, and a list of all income sources with amounts noted. If this financial report differs from the original budget in your application, please provide an explanation.

Often, new applications to the Foundation from previous grant recipients include the final report on the previous grant as part of the rationale and background for the new request. This is permissible; however, be sure to distinguish one from the other in the materials submitted.