

GUIDELINES FOR SUBMISSION OF REPORTS

Narrative and financial reports are required for all professional development grantees and are due not later than 30 days following the completion of the funded project. Both the narrative and financial portions of the report should be signed and dated by an authorizing official of the grantee's organization.

1. Narrative Report

Narrative reports must include the following information. Please limit your report to three typewritten pages. Number responses to correspond to the following points:

1. Objectives: Provide a summary of grant objectives.
2. Activities: Provide a detailed schedule /itinerary of project activities funded by this grant (including names of participants, location of activity, dates of participation, etc.).
3. Outcomes and Impact: Identify all achieved and/or projected outcomes of the professional development grant (for example, as relevant to performance, programming, recording, publicity, audience development, marketing, residency activities, collaborations, artist participation, etc.). Describe any anticipated or unanticipated impact, direct or indirect, of this grant on your organization.
4. Evaluation: Provide an evaluation of your organization's success in achieving the objectives and outcomes as outlined in your proposal. Give a summary of challenges or obstacles in achieving the stated goals of this grant.

2. Financial Report

- Income and expense report. Report all income and expenses for the funded project. Matching funds are not required. Total income for the project must equal total expenses.
- **Required:** Photocopies of receipts related to the funded project.

3. Attachments

- Please attach all documentation, programs, publications, and relevant materials resulting from the project.

Please also note:

- Failure to submit reports on a timely basis may delay future grant payments or adversely affect consideration of future proposals.
 - Reports must contain original signatures and may not be sent by e-mail or fax.
 - Questions may be directed to Matthew Levy, Director, Philadelphia Music Project.
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