

## GUIDELINES FOR SUBMISSION OF REPORTS

Narrative Reports and completed Media Coverage Report Forms, Financial Report Forms, Project Event Information Forms, and Project Outcomes Summary Forms are required for all grantees and are due by July 31<sup>st</sup> each year. Failure to submit complete reports in a timely manner may delay grant payments or adversely affect consideration of future proposals.

These guidelines, as well as all the required reporting forms, are available for download on [www.philadelphiamusicproject.org](http://www.philadelphiamusicproject.org).

### I. Narrative Report

Narrative reports must include the following information. For multi-year projects, the narrative report submitted at the end of the second year should briefly summarize the activities described in the interim report at the end of the first year, and provide any relevant updates, but focus primarily on the second year of the project. Please attempt to limit your narrative report to three single spaced typewritten pages.

- 1. Project Objectives and Activities:** Provide a summary of project objectives and a description of project activities. (You may refer to the Project Event Information Form.) Include in your description the tangible outcomes of your project. (You may refer to the Project Outcomes Summary Form.) Discuss project accomplishments and significant problems encountered. Explain in what way this project constituted artistic expansion for your organization.
- 2. Project Evaluation:** Provide an evaluation of your organization's success in achieving the objectives identified in section 1 (Project Activities and Objectives). Address the following areas, as appropriate:
  - A.** Quality of project performance(s) and programming. Did the artistic quality of your project meet your organization's expectations?
  - B.** Benefit of artistic and organizational collaborations.
  - C.** Success of residency activities.
  - D.** Quantity, quality and range of press garnered. (You may refer to the Media Coverage Report Forms.)
  - E.** Feedback on project activities (surveys, questionnaires, or anecdotal) from audiences, artists, peer organizations, etc.
  - F.** Marketing/audience development. In evaluating audience development, describe the audience your project reached (i.e., size, demographic information, breakdown by interests, new vs. long-term audience members, etc.). What strategies did you use to attract new audiences? To what extent were those strategies successful?
  - G.** Please refer back to section 6 of the project narrative in your application for additional indicators specifically relevant to your project and/or organization that are to be included in this evaluation.

- 3. Organizational Impact:** Describe the impact of the project on your organization, both artistically and administratively. Address the manner and degree to which the project impacted the following areas, as appropriate: performance and production values; regional and national profile; repertoire development; ability to disseminate creative work, advance your organization's mission, and serve your constituency; and organizational capacity and fiscal health.
- 4. Community/Field Impact:** Describe the impact of the project on the community and field. How did the project enhance the cultural life of the region? Discuss the degree to which outreach and educational initiatives, participation of local artists, and other civic and socially beneficial project activities served the community. In what ways did the project demonstrate clear leadership in the area of interest served by your organization?

**Required:** Submit the following attachments to the narrative report:

- Programs from project performances
- Promotional materials
- Scores of commissioned works, if applicable
- Compact discs for recording projects

**II. Media Coverage Reports** (available on [www.philadelphiamusicproject.org](http://www.philadelphiamusicproject.org) as Microsoft Word interactive forms)

Please use the attached four Media Coverage Report Forms (Print Coverage Report, Radio Coverage Report, Television Coverage Report, and Internet Coverage Report) to supply the requested information for **all** coverage garnered by the project. Single-year grant Media Coverage Reports should cover the entire grant period; multi-year grant Media Coverage Reports should cover the most recently completed year. Attach one copy of articles from both print and Internet sources. Please contact PMP if you require assistance in categorizing media coverage.

**III. Financial Report Form** (available on [www.philadelphiamusicproject.org](http://www.philadelphiamusicproject.org) as a Microsoft Word interactive form)

Please use the attached Financial Report form to report **all** income and expenses for the funded project for the last complete year of the grant.

For multi-year projects, please treat each year separately on financial reports. (For example, if grant award is \$40,000 to be divided evenly among two years, \$20,000 should appear in each July report.)

Report only on PMP support awarded for this project. Financial Report Forms should not list PMP general operating support (10% supplement to project grants available to non-Philadelphia Cultural Leadership Program grantees), if awarded.

**1. Expenses:**

- Under APPROVED BUDGET, list the project expenses submitted with your proposal.
- Under ACTUAL EXPENSE, list total actual expenses for the funded project, not just costs covered by the Philadelphia Music Project.
- Under PMP GRANT, list total expenses supported by the Philadelphia Music Project.

**2. Income**

- Under APPROVED INCOME, list the project income submitted with your proposal.
- Under ACTUAL INCOME, list total actual income for the funded project. Actual project income must match actual project expense.

**IV. Project Event Information Form** (available on [www.philadelphiamusicproject.org](http://www.philadelphiamusicproject.org) as a Microsoft Word interactive form)

Please use the attached Project Event Information Form to supply the requested information for all PMP-funded project activities. Single-year grant Project Event Information Forms should cover the entire grant period; multi-year grant Project Event Information Forms should cover the most recently completed year.

**V. Project Outcomes Summary Form** (available on [www.philadelphiamusicproject.org](http://www.philadelphiamusicproject.org) as a Microsoft Word interactive form)

Please use the attached Project Outcomes Summary Form to supply the requested information for all PMP-funded project outcomes. Single-year grant Project Outcomes Summary Forms should cover the entire grant period; multi-year grant Project Outcomes Summary Forms should cover the most recently completed year.