

FINANCIAL REPORT: EXPENSES

Grantee Organization:	Grant number:
<input type="checkbox"/> One-year grant <input type="checkbox"/> Two-year grant, year one <input type="checkbox"/> Two-year grant, year two (report on year two only)	

Expense breakdowns may be provided as attachments, if necessary. This form can be downloaded at www.philadelphiamusicproject.org/reportingforms.php

Categories	Approved Expense	Actual Expense	PMP Grant*
Guest Artists (list by name and fee)			
Resident Artists (list by name/position/rate of pay per service, as appropriate)			
Production Expenses (list by category of expense)			
Marketing Expenses (list by category of expense; identify media outlets)			
Administrative Salaries (include salaries for project implementation; PMP portion may not exceed 10% of total grant amount)			
Other Expenses			
TOTAL EXPENSES (must match total income on page 2)			

* In the APPROVED EXPENSE column, list the total project expense figures submitted with your proposal (from the TOTAL 09-10 COST or TOTAL 10-11 COST columns on page A12, the Project Budget: Expenses form, of your application). In the ACTUAL EXPENSE column, list the total actual expense figures for the funded project, not just costs covered by the Philadelphia Music Project. In the PMP GRANT column, list total actual expenses supported by the Philadelphia Music Project.

Grantee organization:

FINANCIAL REPORT: INCOME

Income breakdowns may be provided as attachments, if necessary. This form can be downloaded at www.philadelphiamusicproject.org/reportingforms.php.

Categories	Approved Income	Actual Income
Philadelphia Music Project grant*		
Foundation Support		
Public Agencies		
Corporations		
Individual Contributions		
Earned Income		
Other		
TOTAL INCOME (must match total actual expenses on page 1)		

**In the APPROVED INCOME column, list the PMP request amount from your application form. In the ACTUAL INCOME column, list the project grant award (your request amount plus the 5% project overhead supplement). Do not include PMP general operating support (10% supplement to project grants provided to non-Philadelphia Cultural Leadership Program grantees), if awarded.*