



## BURBANK ARTS FOR ALL FOUNDATION PROGRAM FINAL REPORT

Please complete this Program Final Report within 60 days of completion of the funded project. No new funds will be awarded to applicants in subsequent years unless this Final Report is completed and received by the Foundation. Please submit via email to [Funding@BurbankArtsforall.org](mailto:Funding@BurbankArtsforall.org) or fax to 818.276.8474

*To provide equal access, the Foundation has provided the final report in a word format and a fillable pdf format. Please use either format to submit your final report.*

### Project Title

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### Recipient's Information

Full Name: \_\_\_\_\_

Representative/Position: \_\_\_\_\_

School Name: \_\_\_\_\_

# Students Impacted	Grade Levels	Course or Subject Area Impacted	Final Costs

1. Summarize the project activities and accomplishments.

2. Did your project meet the objectives? Did your project change from your initial proposal? **If yes**, what were the modifications? What was the most successful part of the program?



Attach the following materials with this completed form:

- Final Budget including actual costs
- Photographs of students engaged in the art-making process or images of final works/projects
- Documentation the grant was acknowledged on related printed materials, newsletters, websites, eBlasts, promotional flyers, invitations and electronic announcements as follows:

“This project was made possible with funding from the Burbank Arts For All Foundation”

Include the Foundation’s logo, website and mission statement.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

I warrant this report accurately reflects the project activities and accomplishments.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FINAL COSTS BUDGET:** Below is a sample worksheet to build your budget of actual expenses from your project. Take the estimated budget that you created for your application and add an “Actual” column that will list your actual costs and income revenue created from the project. An example template is below. Feel free to alter, expand or shrink the budgeted line items, if necessary.

Please also explain any significant discrepancies in your budget.

CATEGORY				BUDGETED \$\$ AMOUNT	ACTUAL \$\$ AMOUNT	DIFFERENCE (+ or -)
<b>INCOME</b>	<b>DONATION</b>					
BAFA Foundation Grant Revenue	\$2,000			\$2,000.00	\$2,000.00	
Booster Association Donation	\$10,000			\$10,000.00	\$9,000.00	(-\$1,000)
PTA Donation	\$2,400			\$2,400.00	\$3,400.00	(+\$1,000)
Ticket Sales				\$0.00		
Other Income				\$0.00		
<b>TOTAL INCOME</b>				<b>\$14,400.00</b>	<b>\$14,400.00</b>	
<b>EXPENSES</b>	<b>COST</b>	<b>NUMBER</b>	<b>UNITS</b>			
Teaching Artist Fee (MCED)	\$75	6 workshops	32 classrooms	\$14,400.00	\$14,400.00	
Art Supplies (art materials, etc)				\$0.00		
Technical Costs (lights, sound, etc)				\$0.00		
Other				\$0.00		
<b>TOTAL EXPENSES</b>				<b>\$14,400.00</b>	<b>\$14,400.00</b>	
<b>TOTAL INCOME MINUS TOTAL EXPENSES</b>				<b>\$0.00</b>	<b>\$0.00</b>	