



2009 ARTS GRANTS DECENTRALIZATION

INTERIM REPORT FORM



2009 Arts Grants DEC Grant Interim Report Due Date: 6/30/2009

MUST BE TYPED OR COMPUTER GENERATED

Organization: _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Project Title: _____
 Project Completion Date: _____
 Person Filing Report: _____ Date: _____
 Phone: _____ E-mail: _____

- 1) Project activities completed to date: include publicity/advertising, performances, workshops, etc.

- 2) List any changes or amendments to your project, including those already reported. **Remember:** all changes must be approved by DEC BEFORE the event:

- 3) List any difficulties in carrying out the services or projects as outlined in the original contract agreement:

- 4) FINANCIAL STATEMENT: List all checks written against DEC funds to date:

Date	Check #	To	Check Amount	DEC Amount
		DEC EXPENSES	TOTAL	\$

5) Publicity Plan: Types of publicity are listed below. Indicate those that have been used for this project. Enter the expenditure amounts, or use a "0" if the service was used at no cost. Leave unused categories blank. Attach samples of publicity to this report.

ELECTRONIC & PRINT MEDIA

\$ _____ Public Service Announcements
 _____ Radio
 _____ Television
 \$ _____ Features in local/regional Papers
 \$ _____ Interviews with Artists
 \$ _____ Website
 \$ _____ Inclusion in Merchant Advertising
 \$ _____ Listing in Cultural Events Calendars

\$ _____ Features on Community Programs
 \$ _____ Paid Radio Commercials
 \$ _____ Paid Television Commercials
 \$ _____ Paid Newspaper Ads
 \$ _____ Bill Boards
 \$ _____ Professional Photographer
 \$ _____ Other: (Please Describe)

MASS MAILING TELEMARKETING

\$ _____ Promotional Fliers
 \$ _____ Posters
 \$ _____ Telephone Campaigns

\$ _____ Other: (Please Describe)

DISTRIBUTION POINTS

_____ Community Arts Organization Leaders
 _____ Senior Citizen Centers
 _____ Ethnic/Cultural Organizations
 _____ Government Officials
 _____ Professional Groups

_____ Teachers/School Administrators
 _____ PTA Leaders
 _____ Other: (Please Describe)

Have you attached samples of your publicity? _____ Yes _____ No If No, why not?

REMEMBER: In any and all publicity produced for this project, the Grantee must credit PAC and NYSCA according to the language used in the project contract as well as including the PAC and NYSCA logos on all printed material. Please use the reverse side for any further information. Return this form completed to Andrea Cornett, Phelps Arts Center, 15 Church Street, Phelps, NY 14532.

Signature of Project Manager: _____ Date: _____

Typed Name of Signature: _____ Position: _____