

**2012 – 2013 FINAL REPORT  
PRESENTER TOURING ASSISTANCE**

**Do not return the completed report via fax or email.** Original signatures and attachments are needed. Return no later than 30 days after the end of the project and no later than **June 1, 2013** to:

**Virginia Commission for the Arts**  
1001 East Broad Street, Suite 330  
Richmond, VA 23219

**PLEASE NOTE THE NEW PROJECT FINAL REPORT DEADLINE and NEW ADDRESS**

GRANT ID. #  
Grantee Name, Mailing Address, Daytime Telephone:

County:

List the name of the touring group or artist and the activities supported by the grant. What was the attendance at each event?

<u>Event Date</u>	<u>Name of Artist</u>	<u>Type of Event</u>	<u>Location</u>	<u>Attendance</u>
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TOTAL ATTENDANCE:

Special characteristics of the individuals attending. Are these figures an actual count \_\_\_\_\_; an estimate \_\_\_\_\_; unavailable \_\_\_\_? Please give the actual number of individuals in each category and not a percentage.

Pre K through Elementary _____	College/University Student _____	*Institutionalized _____
Middle School through Secondary _____	Senior Citizen _____	*Disabled _____

\*These individuals may also be counted in the other categories; e.g. a college student with disabilities should be counted under both "College/University Student" and "Disabled."

Total number of touring artists (include all in the ensemble) participating:

**OVER**

Comment about the touring group or the touring activities. Was the performance well received? Did you find the group well managed and working with it a good experience? Would you consider presenting it again? Attach another sheet if needed.

**PROJECT CASH EXPENSES**

Total artistic fee (including VCA grant) \_\_\_\_\_  
 Facility costs (rental, security, etc.) \_\_\_\_\_  
 Publicity/printing \_\_\_\_\_  
 Advertising \_\_\_\_\_  
 Administrative (postage, phone, etc) \_\_\_\_\_  
 Other \_\_\_\_\_

**\*TOTAL CASH EXPENSES**      \$ \_\_\_\_\_

**PROJECT CASH INCOME**

VCA grant (get total amount from award letter) \_\_\_\_\_  
 Income devoted to this project from your organization's general operating budget \_\_\_\_\_  
 Ticket sales/other earned income \_\_\_\_\_  
 Local government \_\_\_\_\_  
 Foundation grants \_\_\_\_\_  
 Individual contributions \_\_\_\_\_  
 Corporate contributions \_\_\_\_\_

**\*TOTAL CASH INCOME**                      \$ \_\_\_\_\_

**\*IMPORTANT:**

- 1. Total income should at least equal total expenses.**
- 2. If the total income exceeded total expenses, attach a statement indicating the future arts activities you propose supporting with the excess income from this project. See p. 4, #6, 2012-2013 Tour Directory.**
- 3. In-kind expenses and income may not be included. In-kind refers to non-cash goods and services that are dedicated to this project.**

I hereby certify that to the best of my knowledge all information in this final report is complete and accurate.

\_\_\_\_\_  
 Typed name and title of person reporting

\_\_\_\_\_  
 Daytime telephone

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date