

# BENTON COUNTY CULTURAL COALITION GRANT REPORT FORM

Name of the grantee or organization: \_\_\_\_\_

Contact or responsible person: \_\_\_\_\_

Phone number for organization or responsible person: \_\_\_\_\_

E-mail for same: \_\_\_\_\_

Check all areas of culture that apply: Arts \_\_\_ Humanities \_\_\_ Heritage \_\_\_

On a separate sheet of paper, provide the following information:

1. Give a brief description of the project that your grant helped to fund.
2. Evaluate how well your project/program went. Were there any special problems? Were your goals met? Were BCCC's priorities/benchmarks met?
3. Report the number of children and/or adults who benefited from this project.
4. Provide a financial statement that shows how your grant was used.
5. Include copies of publicity and programs, recordings and/or photographs that resulted from the project, any of which might be used on the BCCC website. Please include **TWO** copies of any of these items; we will retain one and send another with our report to the Oregon Cultural Trust.

Because BCCC must make annual reports to the Oregon Cultural Trust, grantee reports should be made **thirty (30) days** after the completion of the project supported by your BCCC grant.

If the project is not completed by December 31, 2010, an Interim Report should be made with an anticipated completion date. All funds received from the BCCC must be returned to the Coalition if the project is not completed.

Mail to: Chair, Benton County Cultural Coalition, P. O. Box 1504, Philomath, OR 97370

Signature of person making this report: \_\_\_\_\_ Date: \_\_\_\_\_