

EXAMPLE

GRANT

FUNDING

REPORT

YOUR GROUP / GALLERY / INITIATIVE TITLE

NAMES OF CODIRECTORS:

WHAT WORKED?

Give us a brief summary of the types of activities you were able to do. Include the things that were successful or that you're proud of. Explain how these events fit into your gallery / club / initiative programming goals.

WHAT DIDN'T WORK?

Sometimes things don't go according to plan and that's okay! It's also important to discuss your outcomes realistically and identify opportunities for growth. The goal of sharing lessons learned is to support the future success of your gallery / club / initiative. Explain what you hoped you would accomplish, what actually happened, and why (or your best understanding of why) the result was different. Then, frame the lessons you learned as actionable takeaways for the future.

FUNDING BREAKDOWN AND STATEMENTS

As you use grant funding, make sure to keep a detailed account of your expenditures. In your report - include how much you originally received and give us a breakdown of how the funds were used. Compile all receipts and screen shots into a PDF and send it along with this report in addition to your funding breakdown. Below is an example of a funding breakdown.

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Below is an example of a funding breakdown.

Activity	Amount
Artist Fees - (artist name)	\$50
Artist Fees - (artist name)	\$50
Snacks for Reception	\$30
Gallery Materials (supplies for group collage)	\$40
Artist Fees - (artist name)	\$50
Artist Fees - (artist name)	\$50
Artist Fees - (artist name)	\$50
Zines for Gallery Crawl	\$80
Total	\$400

RESULTS AND IMPACT

Grant reports typically want both qualitative and quantitative data.

Quantitative: For the quantitative data, highlight key results of your initiative, then explain how the grant funding contributed to those outcomes.

This is typically things like:

- How many artists were showcased
- How many participants do you regularly have
- How many folks come to the meetings / events on average

Qualitative: For the qualitative, tell us how your programming impacted the creative community. Don't forget to include what YOU learned too!

This is typically things like:

- Participants now have introductory level installation and gallery experience.
- Facilitators learned tangible skills in arts administration and community project building.

FUTURE PLANNING AND SUSTAINABILITY

This is where you outline your future goals. Are you planning on doing similar programming during the next academic year?

Are you wanting to try something else? Do you have a succession plan to guide newer students on how to run a gallery/club/initiative so they can take over when you've graduated?

Don't forget to include the names and contact info on who will be taking over!

Pro Tip:

Prepare for succession planning! See an eager new student? Share your knowledge and skills with them so they don't have to start from scratch. That way you'll know the gallery / group / initiative is in good hands when you graduate and can continue to offer programming and professional development for others!

Congratulations! You're done! That wasn't so hard!

Now email this info in PDF format to studentgroups.sa@auarts.ca