



311 South Main Street
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**ADVANCING
THE ARTS
GRANT
FINAL REPORT**

Final Report due by 5 pm: *Spring Cycle - Nov 1; Fall Cycle - June 1*

Grantee must submit completed Final Report on time, or forfeit all or part of final installment, at the discretion of Arts Council of the Valley (ACV). Reimbursement of the final 25% of the grant award is conditional upon a timely, fully completed, and satisfactory final report. An incomplete or untimely Final Report submission, absent approved extension, will preclude Grantee's eligibility for other ACV funding.

If needed, Grantee may request a deadline extension by submitting a written request - with explanation - a minimum of two weeks before the due date. ACV will report its decision to Grantee within one week of receiving the extension request.

To complete Final Report:

Copy and paste the following information into a new document, providing the required information in the order specified below. Please title each page with the grant cycle/year and the words "Final Report" with the name of individual grantee or organization.

EXAMPLE: SPRING 2026 FINAL REPORT-LAST NAME (or ORGANIZATION).

FINAL REPORT FORM

GRANT CYCLE: **FALL** **SPRING**

YEAR GRANT WAS AWARDED _____

GRANT TYPE: **Arts For Education** **Creative Inspiration**

1. Grantee name, address, telephone, and e-mail:
2. Title of project:
3. Project start date and project end date:
4. Based on information given in your application, please provide a detailed report on the success of your project. Explain how you/your organization evaluated the project. Do you plan to repeat the project next year, or make changes? If so, what changes, if any, will you make to improve the project's outcome? What new relationships have you established as a result of the project?

5. Explain the value of Arts Council of the Valley’s grant in carrying out your project. Has the grant been useful in your efforts to raise additional funds and/or attract audiences or participants?

6. Provide a final budget report, using format specified in your original grant application, comparing actual numbers to budgeted amounts. Explain any significant changes. You should account for 100% of the grant award in your budget, recognizing the final 25% payment is made on a reimbursement basis.

7. Total number of participants in this project, including attendance. Use this chart to provide actual numbers where available, or reasonable estimates. You may add notes, if needed, below the chart.

	Adults	Children	Total
Harrisonburg City			
Rockingham County			
Other			
TOTALS:			

8. Please type the statement “To the best of my knowledge, the information contained in this report is true and accurate.” Below this statement, please type the name, title, and daytime phone number of the person reporting. Provide an original signature below.

9. Attach any printed materials, press clippings, programs, reviews, evaluation forms, brochures, etc. related to the funded project. Please highlight recognition of Arts Council of the Valley support in materials that you produced. **In addition, please attach 3-5 high quality digital photos of your event.**

10. Attach original receipts (or copies) for the total amount of the grant award to substantiate your reimbursement request for the grant award. Only receipts pertaining to the use of the grant are necessary.

FINAL GRANT REPORT MUST BE RECEIVED BY 5 PM ON DUE DATE
 (November 1 for Spring Cycle Grants; June 1 for Fall Cycle Grants).

Email completed Final Report to
[**advancingvalleyarts@gmail.com.**](mailto:advancingvalleyarts@gmail.com)

REV 1.8.2026