

# PORT TOWNSEND ARTS COMMISSION

## FINANCIAL SUPPORT FOLLOW-UP REPORT

If you or your organization has been granted financial support, we are asking you to complete this form within 30 days of the event or completion of the project you applied for. Your timely submission of this follow-up report will help us document future requests for budget allocations by the City.

Organization/Individual(s) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### BRIEF DESCRIPTION OF PROJECT

(If pertinent, compare the outcome with your own expectations):

### ATTENDANCE DATA

(Include comparison with previous events/projects) :

### SUMMARY OF EXPENSES

(such categories as materials, royalties, technical production, location rental, professional services, publicity) :

### SUMMARY OF REVENUES

(sales, door receipts, awards etc.) :

### COMMENTS