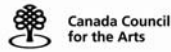




Arts Partners
in Creative
Development



Conseil des Arts
du Canada



FINAL REPORT

- Please complete no later than 60 days after the completion of your project.
- The final dispersal of funds will be sent upon approval of the Final Report.
- Please send a signed copy of the Final Report to:

**Arts Partners in Creative Development
Past Recipient Production Support
#400 – 1095 West Pender Street
Vancouver, BC V6E 2M6**

Lead Applicant: _____

Contact Person and Title: _____

Partners: _____

Project Title: _____

Final Cost of Project: _____ **Total Amount Awarded:** _____

Completion Date: _____ (dd/mm/yy) **Contract No.:** _____
(top right hand corner of your contribution agreement)

Impact of Project

1. Provide a description of the completed production/exhibition. Indicate any changes from the initial plans submitted in your application. Include attendance figures. (500 words maximum)
2. Are there any plans for future public presentations of the work? (250 word maximum)
3. Provide details of the key artist(s) involved including their name(s), role(s) and city of residence.

4. Were any local, national or international artistic relationships and collaborations established? If so, please describe them and what future impacts they may have. (250 words maximum)

Financial Information

Attach a detailed financial statement. Include only those expenses and revenues related to the direct production/exhibition costs. Do not include creation or development expenses.

Please complete the project budget. Include figures from the projected budget provided in your initial application, and actual figures that reflect the completed work.

Expenses			Notes
	Projected (from application budget)	Actual	
Artist(s) fees	\$	\$	
Collaborating artist(s) and/or technician(s) fees	\$	\$	
Designer Fees (not covered in previous application)	\$	\$	
Other costs (specify)	\$	\$	
Total Expenses	\$	\$	
Revenues:			Notes:
	Projected	Actual	
Request from Arts Partners in Creative Development (not to exceed 90% of total)	\$	\$	
Contribution from your organization: cash	\$	\$	
Contribution from your organization: in-kind	\$	\$	
Other Public Sector (specify)	\$	\$	
Foundations (specify)	\$	\$	
Private Sector (specify)	\$	\$	
Other Revenues (specify)	\$	\$	
Total Revenues	\$	\$	
Surplus/Deficit	\$	\$	

Supporting Materials

- If you received any media coverage for the project, please include clear photocopies of printed material and a list of electronic coverage.
- Please include any programs, promotional material, documentation or related support material associated with the project.

Images

- Images from your completed project are welcomed.
- If you are submitting images, you must read and sign the attached “Image Use Agreement” Form. For more information, please refer to Schedule C in the Contribution Agreement.
- If you choose to submit digital images acceptable formats are jpeg or tiff files types (between 300-1200dpi).
- If you submit any images please provide the following information.
 1. Name of Artist
 2. Name of work/event
 3. Date of photo
 4. Organization
 5. Name of photographer
 6. Names of people in the photo
 7. Do you have the permission of the photographer and the people in the photo to use this photo?

A form is attached for your use.

Image Use Agreement

By signing this Agreement, I _ _ (name), on behalf of _ _ (the “Recipient”) grant Arts Partners in Creative Development (the “Partnership”) the right to use the images listed below. In submitting images to the Partnership I understand that:

1. By submitting images to the Partnership, the Recipient has ensured that it has obtained all necessary consents and approvals required to permit the Partnership to publish or otherwise utilize the photographs, including the consents of the people in the photographs if necessary and/or the photographer.
2. The Recipient grants to the Partnership a non-exclusive, royalty-free, perpetual, irrevocable, fully transferable and sub-licensable, worldwide right, license and consent to use any or all of the images submitted to the Society for any and all purposes, including without limitation in and on advertising, marketing and promotional materials.
3. The Partnership will not provide any remuneration, royalties, fees or other compensation to the Recipient or any other person for or in connection with the use of the images.
4. The Partnership is not obligated to use the images but shall use reasonable efforts to provide appropriate credit or attribution to the Recipient if it uses the images.

5. By submitting images, the Recipient agrees that it has all requisite powers, rights and authorities to grant the use of the images and to the best of the Recipient's knowledge and belief, the use of the images by the Partnership, will not infringe the rights (including copyright, personality rights, privacy rights, moral rights, and any other intellectual property rights) of any other person.

NAME:

ORGANISATION:

DATE:

SIGNATURE:

Image List

#	Name of Artist	Name of work/ event	Date of photo	Organization	Name of photographer	Names of people in the photo	Permission Yes/No
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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14							
15							
16							
17							
18							
19							
20							

Declaration by the Applicant

We certify that:

1. To the best of our knowledge all the information contained in this Final Report and the attachments is true and complete.
2. As per the Contribution Agreement, we agree that the Partnership is able to publish our organization's name as a recipient of the Arts Partners in Creative Development program.
3. The financial records of this project will be available for audit and on site inspection by the Partnership or its designate.
4. Arts Partners in Creative Development has received, and will continue to receive, appropriate recognition as a funding partner in accordance with the guidelines provided in the Contribution Agreement.
5. Information included in this final report may be shared among APCD partners.

An authorized member of the applying organization must sign the Final Report.

Name (please print): _____

Position: _____

Signature: _____ **Date:** _____