

DELAWARE DIVISION OF THE ARTS

Financial Report Form

(for Arts Access, Education Resource & Project Support Grants)

Complete this form in Adobe Reader. Do not use Mac's Preview or your work will not be saved. Each line of expense and income **must be itemized** in the space provided (left-hand column). Enter dollar amounts (rounded to nearest dollar) in the "\$" columns below. **DO NOT TYPE in yellow boxes.** Those fields calculate automatically.

Organization Name:

<u>Project Expenses</u> Include only those items of expense relevant to the specific arts project or artistic portion of a larger project that you actually spent. Itemize expenses below.	<u>Direct Expenses</u> Actual Cash Expenses that were paid to outside contractors or vendors for services provided.	<u>Indirect Expenses</u> In-house expenses directly related to the project that were not paid to outside contractors or vendors.
Artist Fees	\$	\$
Artist Travel/Lodging	\$	\$
Arts Materials and Supplies	\$	\$
Technical/Production	\$	\$
Marketing/Interpretation	\$	\$
Space/Equipment Rental	\$	\$
Other Arts-Related Expenses (describe)	\$	\$
Administration	\$	\$
Total Project Expenses	\$ Total Direct Expenses (Do not type in this box)	\$ Total Indirect Expenses (Do not type in this box)

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Project Income: Itemize earned income sources in the center column. Subtotal earned income amounts in "\$" column below.			Income
Earned Income (e.g., Tickets, admission fees, memberships, subscriptions)		\$	Total Earned Income \$ (Do not type in this box)
Advertising Income (e.g. Program ads, etc.)		\$	
Concessions (Sales of food, T-shirts, program books, CDs, etc.)		\$	
Other Earned Income (describe)		\$	
Contributed Income: Itemize contributed income in the center column. Subtotal contributed amounts in "\$" column below.			Total Contributed Income \$ (Do not type in this box)
Corporate/Business		\$	
Foundations		\$	
Individuals		\$	
Special Events/Fundraisers (net income)		\$	
Other (describe)		\$	
Government Support: Itemize government support in the center column. Subtotal contributed amounts in the "\$" column below.			Total Government Support \$ (Do not type in this box)
Federal (Excluding National Endowment for the Arts funds)		\$	
State (Include the Division grant award)		\$	
Local (city, county, municipal)		\$	
Applicant Cash (include any monies used from the organization's general operations budget)			\$
Total Project Income (Do not type in this box.)			\$
Total Direct and Indirect Expenses (Do not type in this box.)			\$
Final Balance (+surplus/-deficit) (Do not type in this box.)			\$

In the box below, include any non-cash **(in-kind) contributions** from donated goods or services. List both the item and the cash value of the donated good(s)/service(s).