

**HARPER ARTS TOURING FUND
FINAL EVALUATION AND ACCOUNTING REPORT**

Report due 60 days following the end of the project

Organization _____
Address _____
City _____ State _____ Zip _____
Contact _____ Title _____
Daytime phone _____ Email _____
Tax ID# _____
Program Name (artist and/or exhibit title) _____

Grant Amount Awarded \$ _____
Final Travel Expenses \$ _____

Project Statistics

Total Number of Artists _____
Total Number of Audience _____ Youth _____ Adult _____

Lead Presenter

Organization (if not the applicant) _____
Contact _____

Communities Involved:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Instructions

Please provide the following information on no more than two pages in at least 11 pt. type.

1. Describe your program/performance/exhibit including audience/community response, problems encountered, and lessons learned.
2. Was there a change from your original application? If yes, what was the change and why?
3. Did your actual income and expense vary more than 10% from your original budget? If yes, please explain.
4. If travel expenses were greater than the grant amount, please explain.
5. Complete the attached final accounting form.
6. Provide the following:
 - Original travel receipts for reimbursement
 - One copy of your program, catalog and publicity, plus a photograph
 - Original signature on final page
 - Keep a copy for your files and mail original to the Rasmuson Foundation

**HARPER ARTS TOURING FUND
FINAL ACCOUNTING FORM**

	Proposed Budget	Actual Budget
Income		
Ticket sales		
Cash contributions		
Other (List)		
In-kind (List)		
Harper Arts Touring Fund		
Total income		

Expense		
Artist fee		
Venue rental fee		
Travel expenses		
Freight		
Lodging		
Per diem/meals		
Local transportation		
Marketing/publicity		
Administrative costs		
Other (List)		
Total expenses		