**The Arts Council of Winston-Salem and Forsyth County**

**Annual Event & Series Grant Quarterly Report 2019-2020**

**Directions:** Please return this form to [jmedley@intothearts.org](mailto:jmedley@intothearts.org) by the corresponding date. Mark an “X” to indicate the report quarter.

\_\_\_\_By Jan. 10, 2020 (for the period of July 1 – Dec. 31, 2019) \_\_\_\_By April 10, 2020 (for the period of Jan. 1 - March 31, 2020) \_\_\_\_By July 10, 2020 (for the period of April 1 - June 30, 2020) \_\_\_\_By Oct. 9, 2020 (for the period of July 1 – Sept. 30, 2020) \_\_\_\_By Jan. 8, 2021 (for the period of Oct. 1 – Dec. 31, 2020)

Contact Person/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Attendant, Participant, and Volunteer Information \*** *Use whole numbers, only.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Youth**  **(Pre K-12)** | **College** | **Adult** | **Senior Citizens** | **TOTAL** |  | **% of**  **persons with disabilities** |  | **% Asian** | **% African- American/ Black** | **%**  **White** | **%**  **Latinx / Hispanic** | **%**  **Other** | **TOTAL**  **=**  **100%** |
| **Program Participant** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Audience Members** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Volunteers** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Program Participant** – These are the people (paid or unpaid) providing the content of your event or program. Ex. Artists, musicians, performers, educators, facilitators.

**Audience Members** – These are the people who attend your event or program. Ex. Ticket buyers, students, attendees.

**Volunteers** – These are the unpaid people who are helping put on your event. Ex. Box office, ushers, etc.

1. **Financial Documentation – Attach quarterly financial statement including actual budget, balance sheet and current cash flow for the reporting period.**
2. **Audit/Reviews & 990s are to be turned into The Arts Council once approved by your Board of Directors (if applicable).**
3. **Marketing images of programming directly supported by this grant. Provide captions and dates. These will be used for Arts Council marketing purposes. (\*Item 4 will be due for the Jan. 11, 2019 reporting period covering Oct. 1 – Dec. 31, 2018.**