

**Wyoming Cultural Trust Fund
Interim and Final Report**

As a recipient of a Wyoming Cultural Trust Fund (WCTF) grant, you must complete a Final Report within 60-days of completion of the project. (In the case of a multi-year grant, Interim Reports must be completed and submitted upon a schedule approved of by the WCTF.) In all cases 10% of the grant award will be held and not released until the Wyoming Cultural Trust Administrator has received and approved the grant recipient's Final Report.

This Interim/Final Report may be reproduced on any word processor; please use 12-point font and an easy-to-read typestyle. The Financial Information pages may be replicated in Excel, or similar program, if the format remains consistent. Margins on all pages should be at least 1" on all sides.

Please complete the following information:

Grant Number _____
Grantee Organization _____
Project Title _____
Project Actual Start Date _____
Project Actual End Date _____

If any contact information (address, phone numbers, personnel) needs to be changed, please indicate changes here:

Authorizing Signatures: The signatures of two separate individuals are required to certify that all information contact in this Final Report accurately represents the activities and financial expenditures for this project. Please sign in blue ink.

Project Director	Title	Date
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Administrator/Director/Board President/Umbrella	Title	Date
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FINANCIAL INFORMATION

This information is required for all final reports. Anything for which you have paid must be listed in the "cash column"; in-kind is for donated goods and services only.

CASH EXPENSES AND IN-KIND DONATIONS

	WCTF Cash	Applicant Cash	In-Kind
Organizational Personnel (List position and % of time involved in project)			
Subtotal	\$	\$	\$
Outside Fees and Services (This may include artist fees, honorariums, architectural services, or other outside expertise required to complete project)			
Subtotal	\$	\$	\$
Travel (Please specify if this involves administrative or board travel; artistic housing/per diem, or expert/consultant travel to/from the state)			
Subtotal	\$	\$	\$
Marketing (Printing, Advertising, postage and other appropriate marketing expenses)			
Subtotal	\$	\$	\$
Space Rental/Renovation/Restoration (May include performance or exhibition space rental, administrative space rental, or be focused on the costs of restoration or rehabilitation of a historic or archeological site)			
Subtotal	\$	\$	\$
Organizational Operating Expenses (General operating expenses of the organization, Indirect Cost Recovery)			
Subtotal	\$	\$	\$
Total for Cash Expenses and In-Kind Donations	\$	\$	\$

FINANCIAL INFORMATION

CASH RESOURCES

For applications providing cash matches, please complete the following:

Cash Match	
List cash match funding source(s) and amount. Provide the date the funds were approved.	
Cash Match may be generated by Earned Income, Corporate/Foundation Gifts or Grants, Government Grants/Loans, or Applicant Cash (such as funds from General Budget or Savings).	
Cash Match Source	Cash Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Cash Income Generated by Grantee	\$

WCTF Grant Award	\$
**Total Cash Match and WCTF Award	\$

****Total Cash Match and WCTF Award must equal or exceed total cash expenses.
This demonstrates how the grantee paid for cash expenses.**

STATISTICAL INFORMATION

If appropriate, please provide statistical information on the attendance or participation of any events, programs, or services provided by the grantee as part of the WCTF grant.

Sites/Events	Dates	Students	General Audience	Staff/Admin. Volunteers	Artists	Totals
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____
Totals		_____	_____	_____	_____	_____

Volunteer hours
(list for each event)

1. _____
2. _____
3. _____
4. _____
5. _____

Note: Volunteer hours are part of your in-kind donations and you need to include their dollar value on a personnel expense line in the in-kind column on Page 2.

Use the following formula to estimate the value of the volunteer hours:

Total Hours _____ x \$ _____ per hour = \$ _____

(For the \$ per hour figure, estimate what the job would cost per hour if you had to hire someone to do it. For example, an usher or a ticket taker might be paid minimum wage, while an accountant keeping the books on your project would be paid more.)

NARRATIVE

You may use up to three pages to complete this narrative section (single-spaced, one-side of the paper only in at least 12 point type and a font that is easy to read.) Please leave at least a one-inch margin on all sides of the page. Be sure to address each point listed below.

Please discuss the success and impact of your Wyoming Cultural Trust Fund project(s), including information about the following:

1. Please describe your completed project(s) and any follow-up activities you have planned. How were your goals and objectives for the project(s) achieved? How did your project(s) enhance the cultural climate in your community? What means of evaluation did you use?
2. Please describe any changes from the project(s) proposed in your original application, and any unexpected problems that you had to address.
3. How did you make your local and state officials aware of your project(s)? Please include copies of letters you sent to legislators and other officials. List names of any local and state officials who attended your event(s).
4. Please give us your comments, tell us your concerns, or offer suggestions related to this grant and the Wyoming Cultural Trust Fund.
5. Please include copies, samples, or photos of any materials produced during your project(s). If you took digital pictures, please include a disc or a CD of your best images.

Please mail your completed Final Report to:

Wyoming Cultural Trust Fund
Attn: Renee Bovee
2301 Central Avenue
Cheyenne, WY 82002