This report is to be completed by the recipients of the City of Elgin’s Special Event Co-Sponsorship Program. This report is to be completed within 60 days of the completion of the event.
GUIDELINES AND INSTRUCTIONS:

- Organizations must complete this final report no more than 60 days following the completion of the funded project.

- If the project takes places in December, the final report is due no later than January 15 of the following year.

- Failure to submit the final report in a timely manner will jeopardize the applicant's consideration for future funding.

- Include all promotional materials used in conjunction with the project, showing where the City of Elgin's logo was used.

- Include copies of receipts, canceled checks, etc to support your expenses in Section 3.

CONTACT INFORMATION:

Phone: 847-931-6019  
E-mail: culturalarts@cityofelgin.org  
URL: www.cityofelgin.org/specialevents  
Address: 150 Dexter Ct, Elgin, IL, 60120
SECTION 1 - Awardee Information

Applicant Name: ____________________________________________

Applicant Organization: _______________________________________

Title of Event: ________________________________________________

Date(s) of Event: ______________________________________________

Location of Event: ______________________________________________

Two Line Description of the Event: ________________________________

_______________________________________________________________________________________________

Total Amount Awarded: _________________________________________

Address of Applicant: __________________________________________

Telephone: ____________________________________________________

Email Address: _________________________________________________

Website: ______________________________________________________
SECTION 2: PROJECT SPECIFICS

Location and date(s) of event components:

_______________________________________________________________________________________________
_______________________________________________________________________________________________

Estimated attendance for each event and overall attendance:

_______________________________________________________________________________________________

Paid admission: __________________________ Complimentary Admission: ________________________

Ticket Prices:  Adult: _______________ Students: _______________ Seniors: _______________

Number of persons directly involved in the project: ________________________________________________

Number of artists directly involved in the project: __________________________________________________

Did this project encourage new works or innovative projects? YES NO

Did this project introduce Elgin to new audiences? YES NO

Did this project serve the needs of the special communities? If “yes” explain how. YES NO

_______________________________________________________________________________________________
_______________________________________________________________________________________________

Briefly summarize the project as originally submitted to the Department of Cultural Arts and Special Events.

_______________________________________________________________________________________________
_______________________________________________________________________________________________
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_______________________________________________________________________________________________
Describe the project as it actually occurred, specifically noting any deviations from your original plan.

_______________________________________________________________________________________________

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Indicate problems that you encountered and what you did to overcome them.

_______________________________________________________________________________________________

_______________________________________________________________________________________________

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_______________________________________________________________________________________________

Signature of Authorizing Official                                Date

Title                                                            Date
## SECTION 3: INCOME AND EXPENDITURES

Complete the attached spreadsheet to reflect your project’s income and expenditures. Attach copies of receipts, canceled checks, etc to support your expenses. If any of the categories do not apply to your project, simply ignore that line item.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
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<tbody>
<tr>
<td>Administrative</td>
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<tr>
<td>Artistic</td>
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<tr>
<td>Technical/Production</td>
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<td>Outside Professional Services</td>
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<td>Space Rental</td>
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<td>Travel/Transportation</td>
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<td>Marketing/Promotion</td>
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<td>Materials/Supplies</td>
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<tr>
<td>Equipment Rental</td>
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<tr>
<td>Insurance and Royalties</td>
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<tr>
<td>Other Expenses</td>
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<tr>
<td><strong>Total Expenses</strong></td>
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</tbody>
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<tr>
<th>INCOME</th>
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<tbody>
<tr>
<td>Admissions</td>
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<tr>
<td>Concessions/Publications</td>
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<td>Fees</td>
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<td>Corporate/Business</td>
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<td>Grants</td>
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<td>Foundations</td>
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<tr>
<td>Individuals</td>
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<tr>
<td>Other Income</td>
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</tr>
<tr>
<td><strong>Total Income</strong></td>
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</tbody>
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