

## Final Report Guidelines

This report ensures that the grant was used to accomplish the goal as described in your application to the peer assessment committee. The information provided in the reports is used to increase our effectiveness on behalf of the arts community.

The final report should follow all below directives:

1. Include your project number in your report heading
2. Please describe the activities undertaken and how the project turned out in relation to your plans? (Include dates of events or project, names of participating artists, etc)
3. What impact did this project have on you, the attendees and the community? Include numbers or statistics if available.
4. How did you promote and publicize the project and Arts Nova Scotia's support? Include samples of programs, catalogues, other publicity and promotional material and reviews if available.
5. Submit a budget report using the Excel template provided for you on the [www.artsns.ca](http://www.artsns.ca) website for the program related to this report. Please refer to your original application for the projected budget numbers.
6. Optional: please send up to 3 Jpg images of activities if relevant, if you are interested in being featured on Arts Nova Scotia's social media platforms.

Please remember to sign and date your final report. Please **email** your final report to:

Lauren Williams, Program Officer  
[lauren.williams@novascotia.ca](mailto:lauren.williams@novascotia.ca)

***If a final report is overdue, no funds can be released for any subsequent grants approved through either Arts Nova Scotia or the Culture & Heritage Development Division's programs until the overdue report has been received.***