

### 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 answer the following questions:

1. What is your project file number? (Always include this information at the forefront of any communication with Arts Nova Scotia regarding a specific grant)
2. Please describe the activities undertaken and how the project turned out in relation to your plans?
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. How was the money spent? Please include a column with your projected expenses next to the column of your final budget. 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

***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.***