



City of Danbury Cultural Commission

256 Main Street
Danbury, CT 06810
(203)-797-4508

Grant Follow Up Report

Complete this form and return it to the Danbury Cultural Commission within 30 days after your event. As indicated on the grant request form, unused funds must be returned to the Danbury Cultural Commission and the commission must be notified immediately.

Event Title:

Date:

Location:

Number of people who attended:

Number of volunteers or staff members:

Contact Person's Name and Title:

Phone Number:

E-Mail Address:

Address:

City:

State:

Zip:

Either in the space provided, or on a separate sheet of paper, please:

Describe your event's publicity/promotion. Where, when, and how did you advertise? In what way was the Danbury Cultural Commission credited with support for the project? Please attach a copy of an advertisement or a piece of the program that credits the commission.

Explain/Analyze any major successes and difficulties you faced in planning and/or executing this event.



Budget Report

Original Amount Granted: \$

Revenue:

Grants, Corporate Contributions, Sponsorships	\$
Ticket Sales	\$
On-Site Donations	\$
Other Contributions	\$

Total Revenue: \$

Cash Expense:

Artist Fees and Professional Services	\$
Paid Staff	\$
Facility Rental	\$
Publicity/Advertising	\$
Printing (Brochures, Posters, etc.)	\$
Other	\$

Total Cash Expense: \$