AGF FISCAL AGENCY

final/interim report form

Who must submit an AGF Fiscal Agency Final/Interim Report?

All members/organizations for whom the AGF acts as Fiscal Agent must submit a final report on their activities once a project or event is completed and an interim report every six months if projects are long-term. Once a final report is submitted and reviewed, you will receive the remaining 20% of the funds raised **for that project**. Final/interim reports may be submitted throughout the year as projects or phases of projects are completed in order to receive the final 20% of funds raised for long term projects.

I. Contact Information:

Applicant Name:
(organization name)

Contact Person: _____

Mailing Address:
(street, city, state, zip)

Phone: _____ Fax:

Email:

Amount of Funds Raised:

Will you be continuing in the AGF Fiscal Agency Program for the coming year? ☐ Yes ☐ No

Did you submit a final/interim report for other projects this year? ☐ Yes ☐ No (If yes, when? ____)
Note: You must complete a final/interim report(s) on project(s) throughout the year in order to receive the final 20% of funds for the project.

Final/interim report forms are available from http://agfgo.org/fiscalagent.htm

II. Type of Activity (check one):

☐ Individual Project(s)
☐ Organizational Project(s)

III. Narrative on Activities: (Please provide a brief narrative on your project or related activities for the past year. Please feel free to use additional sheets if necessary.)

What was accomplished? How were the funds used? Please include descriptions of any new initiatives brought about by the funds.	
Describe impact your project or work during the year had on the community.	
Describe how you or your organization addressed the following: Success of Project Inclusiveness of Project Need for the project	

Any collaborationsthat took place	
Describe any changes from the original project	
Please share any wonderful stories related to your work on this project.	

IV. Budget Summary: Project Revenue

Use N/A (not applicable) if a line item does not apply to your request. "Pending" Funding means you have not heard a decision either way about your request yet. "Secured" funding means your funder has said "yes" to your request. (*Note: Do not include in-kind, i.e. non-cash, contributions in this worksheet. Include all in-kind donations of services and materials in the appropriate expense columns on the next page*.) If more room is needed to detail revenue please provide a budget narrative on a separate sheet of paper.

Revenue	**Subtotal**
Earned Income (e.g., ticket sales, workshops, seminars, program sales, etc.)	_____
Other Revenue (Please specify):	_____
Corporate Support (Please indicate for each funding source, whether the funding is Pending or has been Secured):	_____

	☐P ☐S		☐P ☐S
	☐P ☐S		☐P ☐S

Foundation Support (Please indicate for each funding source, whether the funding is Pending or has been Secured):	_____

	☐P ☐S		☐P ☐S
	☐P ☐S		☐P ☐S

Other Private Support (Please indicate for each funding source, whether the funding is Pending or has been Secured):	_____

	☐P ☐S		☐P ☐S
	☐P ☐S		☐P ☐S

Government Support (Please indicate for each funding source, whether the funding is Pending or has been Secured):	_____

Federal		_____
State		_____
Local		_____

Cash (your own money): _____

TOTAL OF PROJECT REVENUE: _____

V. Budget Summary: Project Expenses

Please break down expenses under each category using lines provided. Use N/A (not applicable) if a line item does not apply to your request. In-Kind means donated services or materials that you or others provide. If more room is needed to detail expenses please provide a budget narrative on a separate sheet of paper.

Expenses	**Subtotal**	**In-Kind**
Administrative Personnel:		
Teaching Personnel:		
Other Fees and Services:		
Project Materials (e.g. equipment, books, etc.)**:**		
Travel (e.g., transportation, lodging, meals, etc):		
Space Rental:		

Marketing:	
Other Project Expenses (Please Identify):	

What percent of your annual operating budget does this project(s) represent? : _____

TOTAL OF PROJECT EXPENSES (Must EQUAL Total of Project Revenue): _____

<u>Please present a balanced budget – Income must equal expenses.</u>

VI. Personnel and Volunteer Information

Number of paid positions _____
Number of volunteers _____
Number of hours volunteered _____

VIII. Attendance – Number of people attending or participaing in programming, demonstrations, or exhibits.

Adult	Full Price	_____	Reduced Price	_____	Free	_____	Fundraising/Performance/ Benefits	_____
Student	Full Price	_____	Reduced Price	_____	Free	_____	Fundraising/Performance/ Benefits	_____
Other	Full Price	_____	Reduced Price	_____	Free	_____	Fundraising/Performance/ Benefits	_____

VIII. Acknowledgement of AGF Fiscal Agency Sponsorship

As a participant in the AGF Fiscal Agency program, you are required to display the AGF logo as a formal sponsor of your events and projects in all promotional materials (logo is available

online at:). **Include promotional material and examples of how AGF was cited when submitting this report.**