



# THE ARTS COMMISSION

INSPIRING A VIBRANT TOLEDO

## Merit Award Grant Program 2020 Final Reporting Guidelines

This document provides information to grant applicants around the final reporting process for recipients of a Merit Award Grant.

Grant period dates will be confirmed in writing through an individualized grant agreement that the participant will review and signature accept.

Grant Program Participants are asked to:

- Submit a final report with below stated attachments in designated file formats by April 30, 2020, unless otherwise requested and approved in writing.
- Final reports should be submitted online at [theartscommission.org/forartists](http://theartscommission.org/forartists) Click on the button *submit merit award grant final report*
- Artist are asked to include acknowledgement in all marketing materials and signage with either “This project is partially funded by an Arts Commission Merit Award Grant made possible through support from ProMedica, the Ohio Arts Council, and the National Endowment for the Arts” and/or using The Arts Commission logo from provided files and associated Style Guide.

For your final report, we suggest that you create a draft of your responses in a word processing application to then copy and paste into the online final report form. Please note the stated character limits for each question on the online form.

The online final report process will ask for the below categories of information:

### **Grant Recipient Information**

Name

Address

Phone

Email

### **Narrative Information**

Describe the impact the Merit Award Grant has had on your artistic work.

Please describe advancements made in your artistic work over the past four months.

Please detail any individuals you have collaborated with or received mentorship from or resources you have utilized to advance your artistic work over the past four months.

What challenges did you encounter or do you expect to encounter in your artistic work during this grant cycle?

Please provide a quote for marketing purposes, this could be a summary or an excerpt of the above questions.

Detail the dates and locations of upcoming events or exhibitions where the public can experience your artwork.

**Attachments**

*Please submit attachments as 300dpi .jpeg, .pdf or .docx formatted files or links to YouTube or VIMEO documentation*

Upload photographic and/or video documentation for use by The Arts Commission in online and print marketing materials with associated completed media release.

If your work was published since receiving your award (signage, brochures, flyers, news releases, reviews/articles, recordings, video, etc.) including the acknowledgement “This project is partially funded by an Arts Commission Merit Award Grant made possible through support from ProMedica, the Ohio Arts Council, and the National Endowment for the Arts” and/or using The Arts Commission logo from provided files and associated Style Guide, please submit a copy or link for our archives.

**Merit Award Program Feedback**

Please provide any suggestions for improving the Merit Award program and enhancing its impact for our creative community.