

Carson City Redevelopment Arts and Culture Grants FY 2026 Reporting Procedures

The following is the process for reporting on your project and receiving your grant check.
Submit via email to afreeman@carson.org by July 1, 2026.

- Final Report, including updated budget, survey data, copies/screenshots of Thank You Letters sent to City officials, and copies of receipts demonstrating that all awarded funds have been utilized and match requirement has been met
- W9
- An invoice made out to the CITY OF CARSON CITY for the awarded amount

Grant Final Report:

1. *Compare/contrast the plan and the actual event. (What went as planned? What changed? Did you meet your goals and objectives? Include timeline and budget.) Insert/delete lines as needed and itemize each category.*

FULL/OVERALL BUDGET		
EXPENSES - DESCRIPTION	PROJECTED	ACTUAL
PROJECT ADMINISTRATIVE PERSONNEL/CONSULTANTS		
FEES FOR ARTISTS AND/OR OTHER CONTRACTED PERSONNEL		
FACILITY COSTS (Note that this should only include costs during the duration of and directly associated with the proposed project, such as space rental, utilities, etc., but renovation, remodeling, restoration, or new construction are not allowable)		
CONSUMABLE MATERIALS/SUPPLIES		
PRODUCTION EXPENSES		
MARKETING & PROMOTION		
TRAVEL		
ADD ANY ADDITIONAL EXPENSES (list)		
TOTAL EXPENSES		



INCOME - DESCRIPTION	PROJECTED	ACTUAL
GRANT AMOUNT		
EARNED INCOME (admissions, ticket sales, product sales, subscriptions, etc.)		
PRIVATE SUPPORT: Foundation Support		
PRIVATE SUPPORT (contributions/donations from individuals and/or businesses, etc.)		
PRIVATE SUPPORT: Other Private Unearned Income		
GOVERNMENT SUPPORT: (City or State - excluding this grant)		
GOVERNMENT SUPPORT: Federal		
GOVERNMENT SUPPORT: Other		
ADD ANY ADDITIONAL INCOME BELOW		
TOTAL INCOME		

IN-KIND - DONATIONS/GOOD/SERVICES	PROJECTED	ACTUAL
VOLUNTEER HOURS (hours x \$33.49)		
DONATED SERVICES		
DONATED MATERIALS AND SUPPLIES		
DONATED FACILITY/SPACE		
ADD ANY ADDITIONAL IN-KIND BELOW		
TOTAL IN-KIND		

Attach copies of receipts or other documentation for all grant funds expended + required match.

FUNDING SUPPORT ALLOWABLE EXPENSES	PROJECTED USE OF GRANT FUNDS + MATCH	ACTUAL USE OF GRANT FUNDS + MATCH
PROJECT ADMINISTRATIVE PERSONNEL/CONSULTANTS (maximum 10% of grant award)		
FEES FOR ARTISTS AND/OR OTHER CONTRACTED PERSONNEL		
FACILITY COSTS (May include space rental, utilities, etc. but renovation, remodeling, restoration, or new construction are not allowable)		
CONSUMABLE MATERIALS/SUPPLIES		
PRODUCTION EXPENSES		
MARKETING & PROMOTION		
TRAVEL (Travel outside Canada, Mexico, the United States, and its territories and possessions AND preparation for, or travel to, competitions are not allowable)		
ADD ANY ADDITIONAL EXPENSES BELOW (Note that additional expenses which do not fit into the above categories must be pre-approved)		
GRANT + MATCH TOTAL		

2. *Describe how this project/event aligned with the 2022-2026 Carson City Arts & Culture Strategic Plan, including any applicable goals, strategies, and/or activities from the Strategic Plan.*

3. *Describe the community impact of this event, including social, educational, cultural and/or economic relevance; support of local artists; collaboration with other organizations; and how this project brought attention to the value of the arts in Carson City.*

4. *Describe the artistic excellence and/or artistic merit of this project.*

5. *Required data: (please note if estimated or how data was collected)*
 - *Attendance:*
 - *Has there been growth in mailing list or social media engagement?*
 - *Surveys received:*
 - *Local attendees: On a scale of 1-10, how much do projects/events like this contribute to your quality of life living in Carson? On a scale of 1-10, how*

*much do projects/events like this make you proud to live in Carson?
(averages)*

- *Visiting attendees: Was this project/event the reason for your trip to Carson? Estimate how much you spent in Carson City while here for this event (gas, food, lodging) – do not include admission price or donations made to the host organization.*
6. *Are there any other data points/survey questions collected for this project/event that you feel should be shared with funders?*
 7. *What methods of evaluation were used to determine the success of the project? How will collected data affect future planning?*
 8. *Please include 3 to 5 quotes or testimonials from attendees or participants about this event or arts and culture which Carson City may use in publications and promotion.*
 9. *Please attach 3 to 5 high quality images that best represent the artistic excellence and merit of the event and may be used by Carson City.*
 10. *Grant recipients are required to thank all members of the Board of Supervisors, the City Manager, and the Community Development Director for supporting the arts. The letters should convey appreciation of support for arts funding and include details about the project the funds supported. The required Thank You Letters may be sent via U.S. mail or email. Please attach photos or screenshots of thank you notes.*

The Arts and Culture Program Supervisor will review this submission and, if everything is complete, will forward to Community Development staff so that a check can be processed and mailed.