



North Kingstown Arts Council Project Proposal

Final Funding Report



FOR COUNCIL USE ONLY

Date Received: _____

Project Number: _____

NKAC Liaison: _____

Date of Approval: _____

Project Name: _____ Event Date: _____

Applicant Information:

Association's Name:	Phone:
Applicant's Name:	email:
Association's Address:	Phone:
Association's City:	State:
	Zip:

Project Summary

How did project meet objectives?

Things that went well:

Improvement Recommendations:

Marketing Effectiveness:

Effectiveness of location:

of Attendees:

Are you planning future events? ☐ Yes ☐ No If yes, estimated date:

(Submit proposal two months before event)

1. Actual Project Expense Summary:

2. Funding Summary:

3. Review

Artist Fees: \$ _____	A. Additional Funding (Other than NK Arts Council)	FOR COUNCIL USE ONLY
Project Location Rental: \$ _____	Sponsors: _____ \$ _____	1. Council Contributions:
Rehearsal Location Rental: \$ _____	Grants: _____ \$ _____	\$ _____
Production Equipment/Rentals: \$ _____	Other: _____ \$ _____	2. Proceeds to Council:
Traffic Control/Security: \$ _____	Subtotal A: \$ _____	\$ _____
Pre-event Publicity Costs: \$ _____	B. Additional Income from Donations: \$ _____	3. Actual Council Project Expense:
Misc. Expenses: \$ _____	C. Income from Ticket Sales: \$ _____	\$ _____
Other: \$ _____	D. Funds due from NK Arts \$ _____	
Project Expense Subtotal: \$ _____	Total PROJECT Revenue	
	(Totals of A thru D): \$ _____	

*Please enclose a photograph of your event that would be appropriate for promotional use by the North Kingstown Arts Council.

Notes: Please enter all applicable fields, save to your local computer then email to your liaison. If you don't have a liaison, email to recreationsecretary@northkingstownri.gov. If hand writing please use black ink, then scan and email.



Project Itemization

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FOR COUNCIL
USE ONLY

Project Number: _____

Name of Project: _____ Date of Event: _____

Itemized Fees:	Detail / Description	Fee / Cost
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
Total:		\$ _____

North Kingstown Arts Council Event Agreement Reminders

1. All Ticket Sales or other donations collected on behalf of the Arts Council have be returned to the N.K. Town Hall to Recreation Department Secretary within 48 Hours after the event with a North Kingstown Arts Council Donations Receipt signed and witnessed.
2. We (I) have provided a recent digital photo for promotional purposes by North Kingstown Arts Council.