



www.InterMusicSF.org

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1448 Market Street

San Francisco

California

94102

## MGP REPORTING

Within 30 days of completing your project, we require a short Final Report. An online reporting form is available at <http://www.intermusicsf.org/mgp/reporting>.

The questions on the online form will include the below:

- Please provide a description of what was accomplished through your MGP project. (150 words maximum)
- Please compare your completed project with the proposed idea. What was the same, what was different? (100 words maximum)
- How did MGP funding enable you to realize your vision/idea for your project? (100 words maximum)
- What expenses was the MGP award money used toward? (25 words maximum)
- Would you have been able to complete your project without MGP support?
- What other support did you receive to produce your project?
- Did your project receive any previews, reviews, or articles in any publications (online or traditional)?
- Did the project help raise your group's profile in the Bay Area? If so, how? (for example, collaborations with other artists/organizations, offers to be presented by presenters in the Bay Area or elsewhere, other artistic development opportunities) (150 words maximum)
- How many people did your project reach?
- Please list the venue(s) where the project took place.
- Please list the county or counties where the project took place.

We are especially interested in knowing what the impact of the project has been on your career, and what the experience overall has been for you. From your report, InterMusic SF not only seeks proof of the completion of your project, but valuable information we can use to plan further cycles of the Program. You will also be asked to include:

- Financial Information. Enclose a final budget (project budget or Profit and Loss Statement for fiscal year as appropriate). Please create two columns comparing your proposed and actual figures. You will find a template on our website.
- A final, released CD (if a recording project).
- Printed programs and other documents related to the project (submitted as either web links, emailed PDFs or mailed hard copies).

Please mail CDs and hard copies of programs, as appropriate, to:

InterMusic SF - MGP Report  
1448 Market Street  
San Francisco, CA 94102