



InterMusic SF  
135 Main Street, STE 1140  
San Francisco, CA 94105  
415 | 818 | 2825

## MGP REPORTING

Musical Grant Program Final Grant Reports are due on January 31, one month following the grant activity period (the Grant Activity Period for each cycle is roughly 18 months). For example, the 2023 Musical Grant Program awarded projects have a Final Report deadline of January 31, 2025.

An online reporting form is available at <http://www.intermusicssf.org/mgp/reporting>.

The questions on the online form will include the following:

- Please provide a description of what was accomplished through your MGP project. (*max. 150 words*)
- Please compare your completed project with your original proposal. What was the same and/or different? (*max. 100 words*)
- 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, etc.) (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 interested in knowing what the impact of the project has been on your career as an artist. We would also like to know more about your overall experience as an awardee. 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.
- If you were funded for a professional recording project, please provide the recording (digital or physical copy).
- Printed performance programs and/or other documentation related to the project (submitted as either web links, emailed PDFs or mailed hard copies).

Please mail hard copy materials to:  
InterMusic SF  
ATTN: MGP Final Grant Report  
135 Main Street, Suite 1140  
San Francisco, CA 94105