

***Tillamook County Cultural Coalition - Mid-Year Report Due: July 31***

Please **e-mail** to the TCCC Chairperson at TillamookCCC@gmail.com.

Note: If your grant is funding for an event and the event has occurred prior to July 31, you may omit the Mid-year Report and submit the Final Report by July 31.

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| --- |
| Date: |
| Project Title: |
| Contact Person/Reporting Individual: |
| Dates of Project: |
| TCCC Funding Amount: |

**Create as many pages as needed to complete these topics:**

1. Identify project goals and objectives
2. **Report activities to date**
3. **Report expenditures to date**
4. **Report changes in the budget**
5. **Report issues affecting project**

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 *Tillamook County Cultural Coalition: Final Report Due: December 31st*

Please **e-mail** to the TCCC Chairperson at TillamookCCC@gmail.com.

Note: Unused funds must be returned to the Coalition prior to January 5.

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| Date: |
| Project Title: |
| Contact Person/Reporting Individual: |
| Dates of Project: |
| TCCC Funding Amount: |

**Create as many pages as needed to complete these topics:**

1. **Goals, Objectives, Timetable**
* Compare actual results to project goals and objectives
* Compare actual timetable to project timetable
1. **Staff**
* Report on people involved in creating/delivering the project
* Who did what, any changes in personnel
* Identify qualifications and experience of people involved if different than original application
1. **Audience**
* Describe the audience that benefited (numbers and demographics) and compare to original application projections
1. **Quantitative Benchmarks**
* Compare actual results to project benchmarks
1. Qualitative Indicators of Success
* Report results of response forms
1. Activities
* Compare actual results to projected activities
* Explain what worked and what did not work and if/ how adjustments were made
1. Issues
* Explain issues affecting project
1. Budget
* Explain changes in the budget
* Did you return any unused funds? If so, please explain why.

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