

# FY25 *Advancement Grants* Mid-Year Report Template

**This template is for your reference only. All reports and relevant materials must be submitted online through SurveyMonkey Apply (SM Apply). AHCMC cannot accept materials submitted by mail or email.**

**\*Please note that there may be formatting differences on the SM Apply grants portal, however the content of the questions will remain as seen on this template.\***

**All required questions are marked with an asterisk.\* All text responses have a character count that includes spaces.**

The report is due no later than **February 28, 2025, at 11:59 p.m.** in SM Apply. **Please do not mail or hand-deliver any paperwork to the AHCMC office.** Please contact AHCMC grants staff with any questions.

## Grant Award Information

**Grant Agreement Number:** *Will auto-populate*

A grant in the amount of **{{ will auto-populate }}** for the period **July 1, 2024 – June 30, 2025**, was awarded by the Arts & Humanities Council of Montgomery County (AHCMC).

## Grantee Information

*The information in this section auto-filled from the FY25 AG award agreement. Please verify that the information below is correct and make any changes, if necessary.*

**\*Organization Legal Name (name provided to the IRS):**

**DBA (doing business as), if different:**

**\*Organization Address:**

**\*Organization City:**

**\*Organization State:**

**\*Organization ZIP Code:**

## Contact Information

*The information in this section auto-filled from the FY25 AG award agreement. Please verify that the information below is correct and make any changes, if necessary.*

- \*Contact Name:**
- \*Contact Title (i.e., Development Director):**
- \*Contact Phone Number:**
- \*Contact Email:**
- Alternate Grant Contact Name:**
- Alternate Grant Contact Title:**
- Alternate Grant Contact Phone Number:**
- Alternate Grant Contact Email:**
- \*Name of paid Executive Director, CEO, Managing Director, or comparable position:**
- \*Title:**
- \*Phone Number:**
- \*Email:**

## Mid-Year Report Narrative

Your responses should address your organization's staff, Board, operations, service to the community, and financials.

**\*Provide a project update, including any accomplishments and/or challenges since receiving the FY25 grant. (2,500 characters maximum with spaces)**

**\*Have there been any significant changes to the project since receiving the FY25?**

- Yes
- No

**\*If yes, describe the changes, the reasons for the changes, and the impact on the project. (2,500 characters maximum with spaces)**

**Use this space for any additional updates you would like to share. (2,500 characters maximum with spaces)**

**\*Signature of Authorized Representative of {{Grantee}}:**

By signing this form on behalf of {{Grantee}}, I certify that to the best of my knowledge, the information contained in this report is accurate.

*Left click, hold, and drag the mouse to sign.*

**\*Name of Authorized Representative:**

**\*Title:**

**\*Date:**

## Uploads

### **\*Financial Statements**

- Upload a Profit & Loss Statement for the first two quarters of the FY25 grant period (July 1, 2024 – December 31, 2024), and a current Balance Sheet.

Contact Takenya LaViscount, AHCMC Grants Director, at (301)-565-3805 x26, or [Takenya.LaViscount@creativemoco.com](mailto:Takenya.LaViscount@creativemoco.com) with any questions about the financial statements.

### **Project Support Materials**

- Upload up to 10 samples that reflect any updates regarding the planning and/or design process. Samples can include but are not limited to updated consultant proposals and updated training bulletins.
- If the AHCMC grant covers payment for equipment and/or technology, submit an updated list of the items purchased so far and a list of the manufacturers/vendors.