

ILLINOIS ARTS COUNCIL

QUARTERLY REPORT

QUARTERLY REPORT DEADLINES

- Check One:
- 1st Quarter Due January 31st covering September 1 through December 31
 - 2nd Quarter Due April 30th covering January 1 through March 31
 - 3rd Quarter Due July 31st covering April 1 through June 30
- (Reports must be received by 5:00pm on the deadline date.)*

A Final Report Will Be Due 30 Days After The End Of The Grant Period

This information is necessary to accomplish the statutory requirements outlined under Chapter 20 ILCS 3915 which states that a Quarterly Report describing how funds are being expended must be submitted for all Grants awarded over \$25,000. Disclosure of this information is REQUIRED. **Failure to provide all requested information will result in this form not being processed and the possibility of penalization.**

Reports must be approved and certified by the Authorizing Official. Complete this PDF form and save it. The completed form should be named with your grant # and # of Quarterly Report (such as: **20191234 - 1st Quarterly Report**). Email the completed form to Sandra Velazquez (sandra.velazquez@illinois.gov) by the date listed above. Consult IAC staff if you have questions.

Grantee	Grant Number	
Address	City	Zip
Financial Officer or Individual completing this form	Email Address	
Title of Project/Program Funded	Beginning Date	Ending Date

Computation of Amount Spent:

- a. Total amount spent on project/program to date
(As of ____/____/____) \$ _____ (a)
- b. Non-IAC share of amount listed on line (a) \$ _____ (b)
- c. IAC grant amount spent to date \$ _____ (c)

(Lines (b) plus (c) should equal line (a).)

You are also required to submit a narrative, see page 2 for narrative questions.

Certification

The undersigned, being an authorized agent on behalf of the 'Grantee' hereby certifies that:

- The information detailed on this Quarterly Report, is fairly stated and complies with the rules of the State of Illinois' Grant Recovery Act, and all the grant conditions referenced on Illinois Arts Council's Grant Agreement.
- All of the information cited herein can be verified by accounting records and other financial information of the Grantee, and will be made available to the Illinois Arts Council or designated representative upon request.

Certify by selecting statement below:

Authorizing Official's Name	Phone	Date submitted
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Narrative:

In the space below, provide a description of all activities supported by this grant that have been undertaken since the grant period started. Include a list of grant-supported activities now scheduled for the remainder of the grant period. Describe how you are evaluating these activities. Describe any deviations from the project/program description listed in the original IAC application. Evaluate the impact this deviation will have on the organization's overall goals and objectives for this program/project.