

Program Fee Final Report Document

Final Report includes:

- ☐ Project Summary
- ☐ Final Budget

Project Summary – briefly summarize the project, workshop, guest artist residency or facility purchase and include any amended information from the original program fee application, especially as it pertains to dates (for guest artists residencies/workshops). Specifically describe the impact your program fee grant had on theatre and/or dance students. How many students attended? How was the success measured? Was the original goal accomplished? Please include any feedback you received from student/community responses (quotes, thank you letters, etc.).

Final Budget – summarize actual vs. requested budget. Were there any surplus funds? If so, please see the THDN Business Manager as any surplus monies will be rolled back into the program fee fund for future allocations.

Program fee recipients must submit a completed final report within 2 weeks of project completion. Send a .pdf of the final report to Teresa.Gould@colorado.edu. The program fee committee will not accept new program fee applications unless a final report has been submitted for previously awarded grants.