



ARTIST GRANT FINAL REPORT FORM

The mission of the Alexa Rose Foundation is to provide Treasure Valley artists access to the catalytic experiences and skills they need to develop as artists and as people. As a recipient of an Alexa Rose Foundation grant, we would like to hear how your grant contributed to your own creative development.

You MUST submit a final report in order to receive your second check and to be considered for future grants.

FINAL REPORT OVERVIEW:

- You have until August of the following year (14 months) to submit your final report.
- If you need an extension, please email the Grants Administrator.
- If you need to reallocate or return funding, please email the Grants Administrator.
- **If your mailing address changes, please contact the Grants Administrator ASAP.** Checks will be sent to the address on file unless otherwise noted.
- Upon receiving your final report, we will put your second check (for remaining 10% of grant) in the mail. If you do not receive your check in 7 business days, please let us know.

****In addition to your reflection, a final report MUST INCLUDE ALL RECEIPTS associated with expenses funded by your grant.****

Please email your final report as a PDF document to the Grants Administrator when complete. **Do not send a word document or link to a google folder.**

REFLECTION QUESTIONS:

1. Tell us about your project/workshop/experience, etc. For example: If you created a new work, what was your process and end product? If you attended a workshop, what did you learn? If you acquired equipment or supplies, what did they enable you to do? Were you able to achieve what you originally envisioned? Did the focus of the project evolve from your original proposal? Did you experience any challenges in your process?

2. How did your project/workshop/experience contribute to the development of your creative practice and life as an artist? Did you discover anything new about yourself and/or your art form? Did your experience generate new curiosity or inspire new direction?

3. Please share any materials you feel reflect the experience this grant enabled. Materials should be submitted electronically. **Please do not mail final reports.**