

**QUARTERLY REPORT FORM FOR
LARGE BUDGET ORGANIZATIONS**

Department of Cultural Affairs, City of Los Angeles
GRANTS PROGRAM OFFICE
201 N. Figueroa St. Rm 1400, Los Angeles, CA 90012
Phone (213) 202-5566 Fax (213) 202-5515

Please *type* all information.

_____		_____	\$ _____
Grantee Name		Fiscal Year Grant	Grant Amount
_____		_____	_____
Address	City	State	Zip Code
_____		_____	\$ _____
Contact Person's Name		Contact Person's Phone	Invoice Amount

Check one:

- | | | |
|--|---------------------------|---|
| <input type="checkbox"/> 1 st Quarter | Report due October 5 – 15 | Answer question 1 only |
| <input type="checkbox"/> 2 nd Quarter | Report due January 5 – 15 | Either answer questions 2 – 5 or question 6 |
| <input type="checkbox"/> 3 rd Quarter | Report due April 5 – 15 | Either answer questions 2 – 5 or question 6 |

Invoice Form Attached? Yes No

Please answer the selected questions on separate sheets of paper (8.5 x 11). Make sure the name of your organization is typed in the upper right hand corner. Attach one set of printed materials that document each grant-supported event or series. These attached materials should each show a City of LA Cultural Affairs Department credit or the CAD logo.

- 1) Has your project changed from the original proposal contract with CAD? If “yes” an amendments to your contract may be necessary. Please draft a letter to Joe Smoke, Director of Grants, Fellowships and Festival Funding, stating the changes to your services, and the reason for the change(s).
- 2) Describe the work accomplishments to date for your contracted services and state the number of people served. Attach any program materials to verify your work.
- 3) Specify which Council Districts were serviced by your grant-funded project up to this point.
- 4) Attach any significant public reaction/response to the project.
- 5) Describe any budget adjustments and contract the grants division as per question 1) with major contract issues.
- 6) Describe your recent government relation efforts during this grant cycle.