

6. Budget Information:

REVENUES

1. Cash Resources:	
admissions/fees	\$ _____
concessions	\$ _____
advertising	\$ _____
tuition, fees	\$ _____
sponsor fees	\$ _____
interest	\$ _____
other (itemize).	\$ _____
TOTAL Cash Resources	\$ _____
2. Unearned Income:	
fundraising	\$ _____
individual contributions	\$ _____
memberships	\$ _____
grants (itemize)	
MAC	\$ _____
TCA	\$ _____
other (in-kind itemize)	\$ _____
TOTAL Unearned Income:	\$ _____
TOTAL INCOME (should equal total expenses)	\$ _____

EXPENDITURES	MAC	CASH	IN-KIND	TOTAL
1. personnel	\$	\$	\$	\$
2. travel/transportation	\$	\$	\$	\$
3. operating	\$	\$	\$	\$
equipment	\$	\$	\$	\$
shipping	\$	\$	\$	\$
supplies	\$	\$	\$	\$
promotion	\$	\$	\$	\$
other (itemize)	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$

(TOTAL EXPENSES should equal total income) --Please return the evaluation report form no later than 30 days after completion of funded project

Required Supporting Documentation

The information listed below must be submitted with your Evaluation Report Form.

Place a checkmark beside the items you are submitting, retain a copy of this completed form for your file, submit the original with your completed Evaluation Report Form.

FINANCIAL DOCUMENTATION:

- _____ Photocopy of canceled checks, invoices, cash receipts and/or other verification of expenditures for this project, paid with MAC grant funds and matching funds of the organization. [For a large project that involved numerous transactions, detailed categorized computer printouts may be submitted in lieu of receipts.]
- _____ In-Kind Donations – Itemized list with copy of records/receipts documenting value of materials, space, or service donated.

PROGRAM DOCUMENTATION:

- _____ Samples of announcements, news releases, flyers, posters, etc. specific to the grant project.
- _____ Samples of programs, catalogs, or other print supplements specific to the grant project.
- _____ Samples of publicity or printed materials crediting the Mesquite Arts Council and Texas Commission on the Arts with funding assistance. Printed materials should contain the credit line, “Media sponsorships provided by *The Dallas Morning News*, Mesquite News, Mesquite Instructional Television, KEOM Radio and the Mesquite Arts Council.
- _____ Samples of newspaper, magazine or other media coverage specific to the grant project.
- _____ Photographs, slides, audio or video documentation specific to the grant project.