
PennPAT Presenter Travel Grant Final Report Form

SECTION ONE: ORGANIZATION

Organization Name (Grantee) _____

Person Traveling _____ Telephone _____

Signature _____ Date _____

SECTION TWO: PROJECT DATA

Application Number _____ Number of artists providing services: _____

Artist/Company Attended _____

Activity Start Date _____ Activity Ending Date _____

SECTION THREE: PROJECT REVIEW

How satisfied were you with this artist and management. . . (Please check one box for each question.)

	Not Satisfied	Satisfied	Very Satisfied	N/A
Promotional material quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation/attitude prior to engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation/attitude during engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Not satisfied" to any question, please elaborate. (limit response to the visible space)

SECTION FOUR: PENNPAT

Artist Review

How did you hear about this artist? (check all that apply)

- PennPAT booklet
- Artist or Management Mailing or Phone Call
- Word of Mouth
- PCA/other funding sources
- Conference/Showcase

Which one?

- I don't recall
- Other

Explain (limit response to the visible space):

Would you recommend this artist to other presenters? (check one)

- Highly Recommended Recommended Not Recommended

Any additional comments or anecdotes regarding this artist/management? (limit response to the visible space)

Have you discussed this evaluation with the artist or management? (check one)

- Yes (recommended) No

Final Project Budget

Expenses

Please list all travel and lodging cash expenses related to this project. Include all out-of-pocket cash or credit card expenses paid by the grantee for transportation, lodging and food. Mileage may be claimed at the federal rate of .55 per mile. Per diem (meals reimbursement) may be included up to \$35/day, with original receipts. In-kind contributions such as donated food or lodging should not be included.

	Cash
Total Cash Expenses:	

Revenue

Please list PennPAT request and sources and amounts of all other cash used to cover the costs of the project.

	Cash
PennPAT Grant	
Grantee Cash Match	
<i>Must at least equal total cash expenses</i>	Total Cash Revenue:

- Print, sign and mail this report along with a signed copy of the grant award letter to **Pennsylvania Performing Arts on Tour, 230 South Broad Street, Suite 1003, Philadelphia, PA 19102**, within 30 days of the project ending date.

Be sure to attach original, itemized receipts (not credit card receipts or photocopied receipts).

Be sure to include a copy of the award letter, signed by the authorizing official for your organization.