



Grant Report: Updated MAY 2025
Deadline to Submit: DECEMBER 18, 2026

FISCAL YEAR 2026 – GRANT REPORTING FOR REIMBURSEMENT

1. APPLICANT ORGANIZATION

- a. Name:
- b. Address:
- c. City, State Zip:
- d. Organization Contact:
- e. Title
- f. Phone:
- g. Board President:
- h. Phone:

2. EVENT INFORMATION

| | | | |
|----------------|-------|-------|-------|
| Event Date | _____ | _____ | _____ |
| Event Name | _____ | _____ | _____ |
| Total Expenses | _____ | _____ | _____ |
| Audience Size | _____ | _____ | _____ |
| # Performers | _____ | _____ | _____ |
| # Performances | _____ | _____ | _____ |
| # Volunteers | _____ | _____ | _____ |
| Reimbursement | | | |
| Requested | _____ | _____ | _____ |

3. AUDIENCE DEMOGRAPHICS

- a. Did you observe any unique multigenerational or multicultural attendance at your event?

4. ACCESSIBILITY:

- a. Were any requests or accommodations made for ADA accessibility?

5. PROJECT BUDGET

- a. Revenue:**
 - i. Admissions**
 - ii. Private Donations**
 - iii. Corporate Donations**
 - iv. Government**
 - v. Other Revenue**

- b. Expenses:**
 - i. Personnel, Administration**
 - ii. Personnel, Artistic**
 - iii. Personnel, Technical/Production**
 - iv. Outside Artistic Fees**
 - v. Other Outside Fees**
 - vi. Space Rental**
 - vii. Equipment Rental**
 - viii. Marketing**
 - ix. Other Project Expenses**

- c. Funding Amount**
 - i. Total Revenue**
 - ii. Total Expenses**
 - iii. Explain any major discrepancies from actual budget vs. original application.**

6. EVENT PROMOTION

- a. Please attach a copy of any relevant promotion or marketing samples.**

7. CERTIFICATION

- a. We certify the above and attached information is true and correct and all expenditures were incurred solely for the purpose of this project as described herein:

| | |
|---|------|
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| Board President or Authorizing Official | Date |

| | |
|-------------------|------|
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| Applicant Contact | Date |

8. SUBMISSION

- a. Materials checklist:
- i. A copy of this report
 - ii. Attached marketing materials
 - iii. City of Federal Way Invoice for your grant reimbursement total
- b. Submission date:
- i. no later than 30 days following the completion of your project
 - ii. or by FRIDAY DECEMBER 17, 2026
- c. Submit to:
- i. Cassie Swan, Recreation Coordinator
cassie.swan@federalwaywa.gov