

EXHIBIT C
FULTON COUNTY ARTS COUNCIL

141 PRYOR ST, SW; ATLANTA, GA 30303

Phone: (404) 612-5780

Fax: (404) 730-5798

Website: www.fultonarts.org

2009/2010 CONTRACT FOR SERVICES PROGRESS REPORT INSTRUCTIONS

Deadline: Please submit the report no later than 5:00 p.m. on **December 1, 2009**.

For Assistance: Please contact Contracts for Services staff at (404) 612-5780.

Organizing the Report: Please provide the documentation in the order requested. If the report is disorganized and difficult to verify, it will be returned to the organization without processing. Please type or use word processing software; handwritten reports cannot be accepted. The Progress Report is available as a Microsoft Word® document for downloading at www.fultonarts.org

Attachments: Please submit the appropriate documentation as listed in Section F of the Progress Report. **You must include copies of your correspondence with the Fulton County Board of Commissioners with this report.** Please refer to your contract and your "Managing Your Contract for Services" guide for details.

FCAC Credit Line— Failure to include the full FCAC logo and credit line in any and all printed or broadcast material(s) may affect the final payment. The appropriate credit line is listed in the contract.

PROJECT SUPPORT CONTRACTORS— If you have completed your project for the 2009/2010 cycle, you may submit the **Final Report** in lieu of the Progress Report. The Final Report must be submitted no later than **December 1, 2009**.

As of 6/19/09



2009/2010 CONTRACT FOR SERVICES PROGRESS REPORT

Mail to:

Fulton County Arts Council
141 Pryor Street, SW, Suite 2030
Atlanta, GA 30303

Contract Period: July 1, 2009 - June 30, 2010
Progress Reports are due in the FCAC Office no later than close of business **December 1, 2009.**

Check here for name and address correction(s)

A. Contractor Information

- 1. Organization Name _____
- 2. Address _____

 City _____ State _____ Zip Code _____
- 3. Contact Person _____
- 4. Contact Person's Title _____
- 5. Phone Number (Day) _____
- 6. Alt Phone Number _____
- 7. Fax Number _____
- 8. E-mail _____

B. Statistical Information

- 1. **Attendance:** Please provide attendance figures for the **contracted services to date**
(July 1, 2009 – November 30, 2009)
Total Attendance _____
 Children and Youth _____
 Seniors _____
 Disabled _____

C. Compliance with Contract Requirements

Please confirm that your organization is complying with the contract requirements by checking the box provided. If the organization has not complied with the contract requirements, please attach an explanation.

- My organization is adhering to the Credit and Logo Requirements as specified in the contract (attach collateral) and is providing verbal recognition to Fulton County support as indicated in the contract.
- Copies of all printed/promotional materials are sent to FCAC Director and Arts Council.
- Written communication has been sent to the Board of Commissioners (must attach copies)**
- My organization has added the Board of Commissioners to Mailing List.
- My organization has sent representatives to attend the following CFS sponsored events (i.e., trainings, workshops, etc.):

- My organization is in the process of implementing and offering the contracted services.
- All contracted services are being offered within the limits of Fulton County.

D. Status of Contracted Services

Using the table below, please provide a summary of the status of each of the contracted services. Be specific: provide details such as description of the event/program, number of performances completed, dates and locations, key objectives accomplished, etc. **Indicate if there have been changes or if you foresee any changes to the Scope of Services.** If you need more space, please attach an additional page using the same format provided below.

Contracted Service	Status Report

E. Additional Contract Conditions

The following section applies *only* to Contractors receiving \$50,000 or more and to Contractors with specific contract conditions included in Exhibit A of the Contract. All other contractors do not need to complete this section.

1. If your organization is receiving \$50,000 or more, please detail the implementation of the plans for the unique recognition opportunity.	
2. Please provide information as to how the organization is complying with the additional conditions included in Exhibit A.	

F. Support Materials and Attachments

The following materials must be attached to this Progress Report (please check):

- Evidence of logo / credit line usage (season brochures, posters, flyers, catalogues, etc.).
- Copies of written communication to the Board of Commissioners.
- List of *confirmed* venues where the contracted services will take place.
- If the information has recently changed, please forward current address information for the organization, the executive director and the organization's contact person for the 2009/2010 Contract for Services.

G. Certification

I hereby certify that the information provided in this 2009/2010 Progress Report is true and correct to the best of my knowledge and belief and that Fulton County funding is being used solely for the purposes specified in the 2009/2010 Contract for Services.

Signature of Authorized Official

Name of Authorized Official _____