



FISCAL SPONSORSHIP REPORT FORM 2008/2009

PROJECT REPORT FORM

Please use or attach separate sheets as needed.
ALL sections are mandatory and must be completed!

PROJECT DIRECTOR'S MUST MAINTAIN A CURRENT MEMBERSHIP WITH IDA.

If you are not a current member, please renew your membership before returning this form. Any questions about membership can be directed to Maria Arzola at x7444 or at maria@documentary.org.

REPORT FOR THE PERIOD ENDING (circle one): December 31 2008 June 30, 2009

DATE LAST PROJECT REPORT WAS FILED: _____

PROJECT TITLE : _____

If this project had any previous titles, please list them here: _____

PROJECT DIRECTOR(S): _____

PROJECT DIRECTOR'S CURRENT CONTACT INFORMATION:

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ADDRESS: _____

A. List organizations (agencies, foundations, etc.) applied to and amount of funds applied for:

	ORGANIZATION	AMOUNT
1.	_____	_____
2.	_____	_____
3.	_____	_____

B. Provide a detailed Financial Statement showing the following:

If no funds were received since your last report was filed, please write 0 (zero) on line 2 and skip ahead to section C

1. Total funds disbursed from IDA to your sponsored film during the most recent calendar year _____.
2. Total funds disbursed from IDA to your sponsored film since your last project report was filed _____.
3. A **detailed** list of expenses (cash disbursements) which accounts for all funds disbursed to your project since your last project report was filed. While the format of this financial report will vary depending on the accounting system you use, it *must include* the following information:
 - a. vendor name
 - b. date
 - c. amount
 - d. check number
 - e. budget category (eg: phone, equipment rental, advisor, etc)

4. Attach a copy of receipts or invoices for any expense over \$500.

We reserve the right to request copies of receipts under \$500 in the event of an audit. You must keep copies of all receipts and be prepared to make them available for review upon request.



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C. Describe what stage your project is in and future plans.

D. Have there been any changes or additions in personnel, project goals, and /or budgets since your last project report was filed?

YES / NO (circle one)

If yes, please explain in detail.

For budget changes, attach a revised budget.

E. If you are working on more than one project, describe how you allocate administrative costs between the projects.

Project Director Signature

Date