2019 Edith Lutyens and Norman Bel Geddes Design Enhancement Fund
A Program of A.R.T./New York

Reporting Requirements

Congratulations on your grant! As a recipient of the 2019 Edith Lutyens and Norman Bel Geddes Design Enhancement Fund grant, you are required to:

1) Acknowledge this grant in the playbill for the funded project with the following phrase:

   '**Production design support provided by the Edith Lutyens and Norman Bel Geddes Design Enhancement Fund, a program of the Alliance of Resident Theatres/New York (A.R.T./New York).**'

2) Provide A.R.T./New York with two tickets to the production; you can address the invitation to Corinne Woods, Director of Programs. The Foundation trustees sometimes also requested invitations. Send information to Corinne, and she will forward invitations to them.

3) Submit a 1 to 3 page narrative final report for their design enhancement grant. Reports may be submitted anytime after the close of your funded project. However, they must be received in our office no later than **December 31, 2019**. Applicants wishing to apply for the 2020 Edith Lutyens and Norman Bel Geddes Design Enhancement Fund (if eligible) must submit either their final report or an interim report (if the project for which they received 2019 funding has yet to happen) prior to the 2020 grant deadline (approx. September 2019).

The report serves multiple purposes:

1) To confirm that the grant money was used in a manner consistent with your application.

2) To help the foundation understand the impact of your grant on your designers and your project. This information is vital as the foundation considers adjustments to the funding process next cycle, builds an archive of the fund's achievements, and reaches out to other sources for additional funds to grant.

3) The information about the grant program contained in the reports will help A.R.T./New York's staff and future panels reassess and streamline future grant cycles.

(over)

Therefore, the final report should consist of the following items:

1) Brief description of the exact use of the funds and a breakdown of how the funds were spent. Please note any variance between how to the use of funds was described in the grant application and the actual implementation of funding. Remember that Design Enhancement Fund grants cannot be used to pay for designer fees or travel.

2) Statement from the Artistic Director on the impact of the enhancement on the production, and/ or a statement from the designer(s) discussing how the grant impacted their artistic goals for the production. This statement will be most helpful if they make an honest assessment regarding the success of the project. Were they able to do what they wanted? What worked, what didn't?

3) A selection of reviews published during the run of your production.

4) A copy of the playbill, photos, marketing materials, etc.