

ILLINOIS ARTS COUNCIL AGENCY

REBUILD ILLINOIS CAPITAL QUARTERLY REPORT

QUARTERLY REPORT DEADLINES

- Check One:
- Quarter Due January 31st - covering October 1 through December 31
 - Quarter Due April 30th - covering January 1 through March 31
 - Quarter Due July 31st - covering April 1 through June 30
 - Quarter Due October 31st – covering July 1 through September 30

(Reports must be received by 5:00pm on the deadline date via email to Jackie.Banks-Mahlum@illinois.gov.)

A Final Report will be due 30 days after the end of the grant period in the IACA Salesforce system.

This information is necessary to accomplish the statutory requirements outlined under Chapter 20 ILCS 3915 which states that a Quarterly Report describing how funds are being expended must be submitted for all Grants awarded over \$25,000. Disclosure of this information is REQUIRED. **Failure to provide all requested information will result in this form not being processed and the possibility of penalization.**

Reports must be approved and certified by the Authorizing Official as noted in the organization's IACA Salesforce account. Complete this PDF form and save it. The completed form should be named with your grant # and # of Quarterly Report (such as: **2023-1234567 - 1st Quarterly Report**). Consult IACA staff if you have questions.

Grantee Grant Number

Address City Zip

Individual completing this form Email Address Phone

Grant Period Beginning Date Grant Period End Date

Total Project Budget Total Funds Expended to-date

Total Grant Amount Number of Jobs Created

Grant Amount Disbursed to-date Grant Amount Spent to-date

Narrative

In the space below answer the following questions:

- What has been accomplished since the grant agreement was issued or since the last quarterly report?
- How do the project accomplishments correlate to reported expenses?
- What are the current project obstacles or challenges?
- Have there been any major changes to the project?

Additional space for Narrative if necessary. Do not exceed the narrative space allotted in this pdf.

Additional Attachments

In addition to this pdf, the following documents must be submitted in the same quarterly report email::

- Business Enterprise Program Utilization Plan (if the grant is over \$250,000)
- Contracts – any new once since the application or last quarterly report. Please be sure to include BEP vendors. Please merge all contract files together as a single pdf.
- Proof of Payments – any new once since the application or last quarterly report. Please be sure to include BEP vendors. Please merge all proof of payment files together as a single pdf.
- Illinois Works Periodic Reporting Form
- Rebuild Illinois Report Financials as an Excel file

Certification

The undersigned, being an authorized agent on behalf of the 'Grantee' hereby certifies that:

1. The information detailed on this Quarterly Report, is fairly stated and complies with the rules of the State of Illinois' Grant Recovery Act, and all the grant conditions referenced on Illinois Arts Council Agency's Grant Agreement.
2. All of the information cited herein can be verified by accounting records and other financial information of the Grantee, and will be made available to the Illinois Arts Council Agency or designated representative upon request.

Authorizing Official's Signature

Date submitted

IACA USE ONLY

Name and Title of Quarterly Report Approver

Date Received

Date Approved