



FY 2019 Cultural Funding Program – OSP and PSP Reporting Deadlines

- Reporting Links for each quarter can be accessed at the following links:
 - Quarter 1: <https://www.surveymonkey.com/r/FY19AttendanceReportQ1>
 - Quarter 2: <https://www.surveymonkey.com/r/FY19AttendanceReportQ2>
 - Quarter 3: <https://www.surveymonkey.com/r/FY19AttendanceReportQ3>
 - Quarter 4: <https://www.surveymonkey.com/r/FY19AttendanceReportQ4>
- The Interim Report and Final Report Forms can be accessed at <http://elpasoarts.cgweb.org>
- **All organizations must submit the Attendance Report quarterly.** If you have no activities to report during the quarter, enter N/A or 0 as needed to submit the form.
- Failure to report by the specified due dates will be considered a breach of contract and may affect future funding opportunities.

OSP Reporting Requirements and Deadlines

Attendance Reports	Reporting Period	Due Date
Quarterly Attendance Report 1	September 1 - November 30	December 15, 2018.
Quarterly Attendance Report 2	December 1 - February 28	March 15, 2019.
Quarterly Attendance Report 3	March 1 - May 31	June 15, 2019.
Quarterly Attendance Report 4 (Partial)	June 1 - August 15	August 15, 2019.
OSP Mid-Year (Interim) Report and 45% Invoice		
		March 15, 2019.
OSP Final Report and 5% Invoice		
		August 15, 2019.

- OSP awardees must report on project activities throughout the year.

PSP Reporting Requirements and Deadlines

Attendance Matrix Reports	Reporting Period	Due Date
Quarterly Attendance Report 1	September 1 - November 30	December 15, 2018.
Quarterly Attendance Report 2	December 1 - February 28	March 15, 2019.
Quarterly Attendance Report 3	March 1 - May 31	June 15, 2019.
Quarterly Attendance Report 4 (Partial)	June 1 - August 15	August 15, 2018.
PSP Final Report and 20% Invoice		
		30 days after the completion of the project or by August 15, 2019.

- PSP awardees must only report during the quarter(s) in which their project activities occur.
- The PSP final report must be received 30 days after the completion of the project. August 15, 2019 is the deadline for final reports and invoices for projects which have completion dates that occur within June-August 2019.