

STANLEY THOMAS  
JOHNSON  
FOUNDATION

**Guidelines for final reports Fine Arts**

Please send us a final report **by email only** to [grants@johnsonstiftung.ch](mailto:grants@johnsonstiftung.ch) within three months after the completion and before applying for another project.

**The report should include the following:**

- A record of the project's development (max. 6.000 characters):
  - What were the specific problems and achievements?
  - What kind of target audiences were reached?
  - Information about publicity (advertisements, poster campaigns, special public relation activities, sponsoring partners, public response, media coverage)
  - Key figures: Ticket sales, numbers of visitors, list of media articles / radio / TV broadcasts, including up to 3 copies of relevant reviews
- Final financial report with comparison of first and final budget and overview of financing plan, including comments on significant deviations
- Conclusion: Did you achieve your goals?
- Outlook: Do you plan to continue your project?
- 2-3 high resolution photographs in JPEG and landscape format (required width: 2000px; resolution: 72dpi) and references to electronic online documentation (vimeo or similar) which we could publish on our website and/or in our annual report.

**Please complete your report by post with**

- 1 flyer and 1 poster
- 1 exhibition catalogue (if available)
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Thank you!