

**ASIAN CULTURAL COUNCIL
Grant Report Form**

(Please note: this form should be completed at the conclusion of your grant.)

Instructions:

The following questions are designed to aid you in reporting the outcome of your grant. Completion of this report will aid the Asian Cultural Council in tracking the success of its programs and in maintaining the required fiscal and programmatic oversight of its grants. This report is also intended to provide you with an opportunity to reflect on your completed program and review its impact. All information provided will be confidential.

Please return the completed Grant Report Form to Dawn Byrnes, Manager, Outreach & Programs, within two months of your return to your home country. Forms can be emailed to Dawn at, dbyrnes@accny.org, or mailed to the ACC New York office, Attn: Dawn Byrnes, 6 West 48th Street, 12th Floor, New York, NY, 10036 U.S.A. If you need assistance completing the form in English, please contact either Georg Kochi in Japan; Michelle Vosper in Hong Kong; or Rita Chang in Taiwan and they can assist you. No further grant requests from the Asian Cultural Council can be considered until this report has been completed and returned. We thank you for your time and your feedback is greatly appreciated.

I. General Information

Date: _____

Name of Grantee: _____ **Country:** _____
(Last Name, First Name)

Permanent Address: _____

Telephone Number: _____ **Email Address:** _____

Total Amount of Grant: _____ **Year Grant was Received:** _____

Grant Period: _____ to _____
(DD/MM/YR) (DD/MM/YR)

B. Advice to us at the ACC

1. Was the period of your grant enough time to complete your program?

2. How would you describe the ACC's support during your stay?

3. How would you describe your accommodations/living conditions?

4. Do you have any suggestions for the ACC?

5. How do you think you might have made your grant period better/more productive?

6. What advice would you give to future ACC grantees?

7. In what capacity would you like to further the Asian Cultural Council's cause in the future?

C. Other Comments

1. Please share with us any additional comments or suggestions.

IV. Taxes

For Americans only: U.S. Income Tax Information

Your grant budget approved by the ACC is intended to cover expenses directly related to your fellowship program in Asia. As outlined in your Grant Notification Letter, please note this grant is subject to United States income tax and as the recipient you are responsible for paying any federal, state, or local income taxes which may be required.

For grantees from Afghanistan, Bhutan, Burma, Cambodia, Hong Kong, Laos, Malaysia, Mongolia, Singapore, Taiwan and Vietnam only: U.S. Income Tax Information

Your grant budget is intended to cover expenses directly related to your fellowship program. If you are from Afghanistan, Bhutan, Burma, Cambodia, Hong Kong, Laos, Malaysia, Mongolia, Singapore, Taiwan or Vietnam, your grant funds may be subject to United States income tax. The Asian Cultural Council will calculate the amount of tax due and will provide additional funds to pay this tax directly to the Internal Revenue Service on your behalf. In addition, before you leave the United States you may be required to file a United States income tax return.

*If you are from a country not listed above, your grant should be exempt from United States income tax. Nevertheless, you may be required to file a United States income tax return, even though no tax may be due.