



2013 Annual Report

Greetings Main Street Communities!

You will find in the following pages the 2013 Indiana Main Street Annual Report. This report has been modified from previous years to hopefully make it easier to understand and fill out. We want to gather information of your successes and challenges from January 2013 until December 31, 2013.

PLEASE READ CAREFULLY.

Directions to filling out the report:

1. This report may be filled out electronically or hand written.
2. The report is due **no later than 4:00pm EST on January 17, 2014.**
3. All attachments should be **CLEARLY** indicated and marked. If you are emailing the document and attachments make sure the files are not too large to send and that they are labeled.
4. Be as complete as possible. If you do not have the exact figures, use a conservative approximation, but be as specific as possible.
5. If you have questions as you go through the report, please do not hesitate in calling me at 317-232-8910 or email skmicikewycz@ocra.in.gov.

All samples that we receive from communities will be kept on file so if any other community wishes to see sample documents, we will have a library of those. So please send all attachments and documents so we can build up the library!

Why is this report important?

1. Verifiable improvement gives your local program credibility to investors and municipal leaders. You can show how valuable your program is to the community.
2. Accurate monitoring tracks the effectiveness of specific strategies.
3. Documenting the outcomes helps to justify and reward the personal efforts required.
4. The information can be used to promote the program through the news media.
5. This information you provide is essential for evaluating the success of local, state, and national programs and in planning for future commercial district revitalization efforts and funding.
6. **YOU MUST FILL OUT REPORTING TO MAINTAIN YOUR STATUS AS AN INDIANA MAIN STREET COMMUNITY.**





2013 ANNUAL REPORT
INDIANA MAIN STREET COMMUNITY
DUE JANUARY 17, 2014

Please type or print clearly

CONTACT INFORMATION:

County: _____

City/Town: _____

Organization: _____

Contact Person: _____

Mailing Address: _____

Website: _____ Email: _____

Telephone: _____ Fax: _____

1. **Attachment A:** The Board
 - a. Please attach a current listing of Board Members

2. **Attachment B:** Committees

Typical Committees are Organization, Design, Economic Restructuring, and Promotion

 - a. Please attach a current list of Committees
 - b. Please attach a current list of Committee Members

3. Please attach your 2014 Work Plan for your Boards and Committees in ATTACHMENT C.
 - a. If you do not have work plans, would your organization like to learn how to create them?
YES OR NO

4. Please list three important accomplishments for the organization in 2013.
 - a.
 - b.
 - c.

5. What have been your greatest challenges for the remainder of 2013?

6. What kind of trainings would you like to see Indiana Main Street provide in 2014? Please list below:
 - a.
 - b.
 - c.

7. What topics would you like to learn more about? Please list below:
 - a.
 - b.

8. Indiana Main Street can provide these services (not a complete listing) let us know what you need:
 - i. Attend a Board Meeting
 - ii. Speak at Annual Meeting
 - iii. Facilitate and/or participate in Board Retreat
 - iv. Facilitate a Board Orientation
 - v. Provide a Main Street 101 for Board Members, Committee Members, and/or the public
 - vi. Provide training for Board Members including, Responsibilities and Duties
 - vii. Facilitate or Plan a Work Plan Session with Main Street Organization
9. Would your organization be interested in hosting a Community Exchange for 2014? YES or NO
10. Would your organization be interested in hosting an Indiana Main Street Conference? YES or NO
11. **Attachment D:** Organizational Documents
 - a. Please attach a current copy of Organization's Budget

12. **Attachment E:** Main Street by the Numbers, Excel spreadsheet* (complete to the best of your knowledge)

***If you are a new community for the 2013 year, you do not need to fill out the Main Street by the Numbers Excel spreadsheet.**

THANK YOU FOR YOUR ASSISTANCE!

Please return your completed Mid Year report by January 17, 2014 via U.S. mail, email, or fax.

**Indiana Main Street
 Indiana Office of Community and Rural Affairs
 One North Capitol, Suite 600
 Indianapolis, IN 46204
 Attn: Shae Kmicikewycz**

Email: skmicikewycz@ocra.in.gov
 Fax: (317) 233-3597

PLEASE CALL Shae Kmicikewycz AT (317) 232- 8910 WITH ANY QUESTIONS.

ATTACHMENT CHECKLIST:

Please provide us with a copy of the following materials, if applicable:

- ATTACHMENT A:** Current Board Member list, agenda, and minutes
- ATTACHMENT B:** Current list of Committees, and members
- ATTACHMENT C:** Current Work Plans for Board/Committees
- ATTACHMENT D:** Organization Budget
- ATTACHMENT E:** Main Street by the Numbers (Excel Spreadsheet)