Final Report

**Community Arts Project Support**

For reporting on:

**Community Arts Project Support**

and

**Community Arts Project Support Organizational Development**

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**PROGRAM CONTACT**

Contact Cedrick L. Farmer, Community Arts Coordinator at Cedrick.L.Farmer@wv.gov or 304-558-0240, extension 155

This is a program of the West Virginia Department of Arts, Culture and History & WV Commission on the Arts

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[www.wvculture.org](http://www.wvculture.org)

We are an Affirmative Action & Equal Opportunity Employer and welcome your questions and comments.

All publications and application forms are available in alternative formats upon request. Contact ADA Coordinator, at

 304-558-0240 (phone) or 304-558-3562 (TDD)

All publications and application forms are available in alternative formats upon request. Contact Jennifer Strechay, ADA Coordinator, at

 304-558-0240 ext. 152 (phone) or 304-558-3562 (TDD)

**Community Arts Project Support Grant**

Final Report Instructions

* All sections of the final report must be typewritten. Do not staple or bind materials. You may use paper clips to separate projects. If reporting on multiple projects, download additional [Individual Project Final Report forms](file:///%5C%5Cexecutive%5Cdfs%5CEARTSCHData%5CArts%5CWORD%5CCedrick%5CApplications%5CCAPS%5CCAPS%20Individual%20Project%20Final%20Report%20Form.doc)

**Part I: Final Report Cover Sheet**

*One copy of this form must accompany all Community Arts Project Support grant final reports.*

* Enter awardee organization’s legal name and address.
* For Contact Person, enter the person to be contacted with questions.
* Final Report Budget Summary:
	+ Enter Grant Amount Awarded
	+ Grant Amount Spent: actual amount of awarded grant funds spent to complete the approved project
	+ Total Applicant Matching Cash Funds: Line B on the Final Report Budget Form
	+ Total Project Expenses: Line A on the Final Report Budget Form
* Read the certification information carefully, sign, and date in blue ink. Circle the accounting method used by your organization (Accrual/Cash).
* Final Report Cover Sheet must be notarized in the space provided by all awardees except governmental entities. Public PK-12 schools do not need notarization.

**Part II Final Report Project & Budget Summary**

*One copy of this form must accompany all Community Arts Project Support grant final reports.*

* This form represents a summary of the project.
* Enter the cumulative number of artists directly involved. For adults and youth engaged enter the cumulative number of individuals engaged in person, excluding broadcast or online programming.
* This form represents a summary of the actual expenses and income of the project.

**Expenses**

* Personnel: enter the total amount paid to employees working on the project.
* Total Outside Professional Services: list artists, contractors, or other professionals contracted and enter contract fees paid.
* Travel/Shipping: enter the total amount spent on travel for artist(s) (may include food and lodging) directly relating to the project. Also include any shipping costs directly related to the project.
* Marketing: enter the amount spent on publicizing the project.
* Remaining Operating Expenses/Space Rental: enter the total of any project expenses not addressed in the above categories to the left of the slash. To the right of the slash enter total fees paid for space rental. Enter the total of the two amounts in the right column.
* Total the project expenses to arrive at Line A.

**Income**

* Enter total amount earned by your organization from admission fees and contracted services for the project.
* Enter total figures showing the actual amount of financial support received in the form of grants, awards, donations, etc. List names of corporate, foundation, federal, state and local contributors.
* Applicant Cash refers to the total amount of your organization’s cash put toward the project.
* Add Revenue, Support, Government (excluding this grant), and Applicant Cash to arrive at Line B. Line B must be equal to or greater than Grant Amount Spent (Line C).
* Add Total Applicant Matching Cash Funds (Line B) and Grant Amount Spent (Line C) to get Total Cash Income (Line D). Line D must be equal to or greater than Line A under Expenses.

**PART III: Individual Project Form**

*One copy of this form for each funded project must accompany all Community Arts Project Support grant final reports.*

* If reporting on multiple projects, download additional [Individual Project Final Report forms](file:///%5C%5Cexecutive%5Cdfs%5CEARTSCHData%5CArts%5CWORD%5CCedrick%5CApplications%5CCAPS%5CCAPS%20Individual%20Project%20Final%20Report%20Form.doc)
* Enter the name of the applicant organization
* Enter the project number, for example 1 of 4, 2 of 4, 3 of 4 etc.
* List the project title as described in the original application.
* List the project location, start and end date.
* Report the individual project statistics as described
* Choose checkbox A – E to indicate the one item that best describes the PRIMARY strategic outcome associated with this project award.
* Indicate the cost of tickets (if applicable) and whether or not the project was open to the public.

**PART IV: Individual Project Budget**

*One copy of this form for each funded project must accompany all Community Arts Project Support grant final reports.*

* If reporting on multiple projects, download additional [Individual Project Final Report forms](file:///%5C%5Cexecutive%5Cdfs%5CEARTSCHData%5CArts%5CWORD%5CCedrick%5CApplications%5CCAPS%5CCAPS%20Individual%20Project%20Final%20Report%20Form.doc)
* Enter the project number, for example 1 of 4, 2 of 4, 3 of 4 etc.
* List the project title as described in the original application.
* List the project title as described in the original application.

**Expenses**

* Personnel: enter the total amount paid to employees working on the project.
* Total Outside Professional Services: list artists, contractors, or other professionals contracted and enter contract fees paid.
* Travel/Shipping: enter the total amount spent on travel for artist(s) (may include food and lodging) directly relating to the project. Also include any shipping costs directly related to the project.
* Marketing: enter the amount spent on publicizing the project.
* Remaining Operating Expenses/Space Rental: enter the total of any project expenses for this project not addressed in the above categories to the left of the slash. To the right of the slash enter total fees paid for space rental. Enter the total of the two amounts in the right column.
* Total the project expenses to arrive at Line A.

**Income**

* Enter total amount earned by your organization from admission fees and contracted services for the project.
* Enter total figures showing the actual amount of financial support received in the form of grants, awards, donations, etc. List names of corporate, foundation, federal, state and local contributors.
* Applicant Cash refers to the total amount of your organization’s cash put toward the project.
* Add Revenue, Support, Government (excluding this grant), and Applicant Cash to arrive at Line B. Line B must be equal to or greater than Grant Amount Spent (Line C).
* Add Total Applicant Matching Cash Funds (Line B) and Grant Amount Spent (Line C) to get Total Cash Income (Line D). Line D must be equal to or greater than Line A under Expenses.

**PART V: Final Report Narrative**

Respond to each narrative question to describe the completed project. Base your responses on the information provided in the awarded application.

Attachments:

* If reporting on multiple projects, download additional [Individual Project Final Report forms](file:///%5C%5Cexecutive%5Cdfs%5CEARTSCHData%5CArts%5CWORD%5CCedrick%5CApplications%5CCAPS%5CCAPS%20Individual%20Project%20Final%20Report%20Form.doc)

**Attachments:**

* *Evaluation results:* A sampling of evaluation documents and the findings of those evaluations. This data can be processed and presented in any way that suits the organization, but should give the WVCA a clear picture about what data was collected and what was gleaned through that process. (For instance, a basic spread sheet with totals/summaries and a one-page summary analysis). Do not send all of the raw surveys or evaluations, but rather process and report on them.
* *Advocacy documents:* Show how you shared this project to educate, engage, and inform decision makers about the impact of your programs on the community you serve. For instance: letters and invitations to decision makers, media coverage, and photo opportunities with relevant officials.
* *Photo documentation:* Include two high quality digital photographs of the project activities/resulting work for publication. Include an explanation of each image and the photographer’s name. The WVCA will use these images in our publications and website and will share them with the National Endowment for the Arts, so you should obtain written permission from the relevant artists and/or subjects in the photos.

PART I: Cover Sheet

*Do not write in this space*

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Legal Name (Organization):

Mailing Address:  City:

County:  State:  Zip:

Contact Person:

Telephone (daytime):  Telephone (non-bus. hours):

E-mail address:  Website:

FEIN Number:

|  |  |
| --- | --- |
| **Final Report Budget Summary** |  |
| Total Grant Amount Awarded  | **$** |
| Total Grant Amount Spent | **$** |
| Total Applicant Matching Cash Funds | **$** |
| Total Project Expenses | **$** |

**Certification:**

I certify that I have reviewed the grant receipts and expenditures submitted within this final report and, to the best of my knowledge and belief, said report represents all financial activities related to the receipt, use and expenditure of funds granted by the WV Commission on the Arts/WV Department of Arts, Culture and History, and that the expenditures reported were for the purposes intended and in compliance with applicable laws, regulations and the terms and conditions of the grant documents. The report of grant receipts and expenditures is presented on the **ACCRUAL /** **CASH** (**circle one – required by State Code**) basis of accounting and is supported by our financial records and related documentation.

Name: Title: Email:

Signature: Date:

**Notary required for all applicants EXCEPT governmental entities.**

**STATE OF WEST VIRGINIA**

**COUNTY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a notary public in and for the said state, do hereby certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, whose name is signed to the writing above, has this day acknowledged the same before me.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

My commission expires\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

PART II: Project & Budget Summary

*Do not write in this space*

Application #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name (Organization/School):

Adults engaged:  Youth engaged:  Artists directly involved: *.*

Open to the Public (Yes/No):

Ticket Prices: Adults $Students $

|  |  |  |
| --- | --- | --- |
| **Expenses**  |  | **Actual Cash Expenses** |
| *Personnel: your staff, administrative, artistic, and technical* |  | $      |
| *Outside Professional Services: Contracted Artist/Professional Fees* |  |  |
|       | $      |  |
|       | $      | $      |
| *Travel/Shipping* |  |  |
|       |  | $      |
| *Other Fees & Services* |  |  |
|       |  | $      |
| *Marketing* |  |  |
|       |  | $      |
| *Remaining Operating Expenses/Space Rental* |  |  |
|       /       |  | $      |
|  | ***Total Project Expenses Line A*** | $ |
|  |  |  |
| **Income**  |  | **Actual Cash Income** |
| *Revenue* |  |  |
| *Admission/Fees/Tuition*  |  | $      |
| *Contracted/Other Revenue*  |  | $      |
| *Support*  |  |  |
| *Corporate/Foundation*  |  | $      |
| *Other Private*  |  | $      |
| *Government (exclude this grant award)* |  |  |
| *Federal*  |  | $      |
| *State/Regional*  |  | $      |
| *Local*  |  | $      |
| *Applicant Cash* |  | $      |
|  | ***Total Matching Funds Line B*** | $      |
|  | ***Grant Amount Awarded*** | $      |
|  | ***Grant Amount Spent Line C*** | $      |
|  | ***Total Cash Income Line D*** ***Line D must be equal to or greater than Line A*** | $      |

PART III: Individual Project Final Report Form

*Do not write in this space*

Application #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Complete one form for each project* Download additional [Individual Project Final Report forms](file:///%5C%5Cexecutive%5Cdfs%5CEARTSCHData%5CArts%5CWORD%5CCedrick%5CApplications%5CCAPS%5CCAPS%20Individual%20Project%20Final%20Report%20Form.doc)

Applicant Name:

Project #  of

Project Title:

Project Location:  Start Date – End Date:

*For adults and youth engaged enter the number of individuals engaged in person, excluding broadcast or online programming.*

Adults engaged:  Youth engaged:  Artists directly involved: *.*

NEA Primary Strategic Outcome:

* *Choose checkbox A – E to indicate the one item that best describes the PRIMARY strategic outcome associated with this project award.*

[ ]  **A. Creation:** The Portfolio of American Art is Expanded

[ ]  **B. Engagement:** Americans Throughout the Nation Experience Art

[ ]  **C. Learning:** Americans of All Ages Acquire Knowledge or Skills in the Arts

[ ]  **D. Livability:** American Communities Are Strengthened Through the Arts

[ ]  **E. Understanding:** Public Knowledge and Understanding about the Contributions of the Arts Are Enhanced

Cost of tickets: Adults: $ Students: $

Open to the public [ ]  Yes [ ]  No

Provide a 50-word or less description of the project suitable for publication.

PART IV: Individual Project Final Report Budget

*Complete one form for each project.*

Project #  of  Applicant Name: Project Title:

**Expenses:** Identify actual costs related to the project in the spaces below.

|  |  |  |
| --- | --- | --- |
| *Personnel: your staff, administrative, artistic, and technical* |  | $      |
| *Outside Professional Services: Contracted Artist/Professional Fees* |  |  |
|       | $      |  |
|       | $      |  |
|       | $      |  |
|  | *Total* | $      |
| *Travel Costs* |  |  |
|       |  | $      |
| *Shipping* |  |  |
|       |  | $      |
| *Other Fees & Services* |  |  |
|       |  | $      |
| *Marketing* |  |  |
|       |  | $      |
| *Space Rental* |  |  |
|       |  | $      |
| *Remaining Operating Expenses* |  | $      |
|  | ***Total Project Expenses Line A*** | $ |

**Income:** Identify actual income for this project. In-kind and donated services may not be used as matching funds.

|  |  |  |
| --- | --- | --- |
| *Revenue*  |  | Amount |
| Admissions  |       | $      |
| Contracted Services Revenue |       | $      |
| Other Revenue |       | $      |
| *Support*  |  | $      |
| Corporate |       | $      |
| Foundation |       | $      |
| Other Private |       | $      |
| *Government (exclude this award)* |       | $      |
| Federal |       | $      |
| State/Regional |       | $      |
| Local |       | $      |
| *Applicant Cash* |  | $      |
|  | **Total Matching Funds Line B** | **$** |
|  | **Grant Amount Requested Line C** | **$** |
|  | **Total Cash Income Line D***Lines A and D must be equal* | **$** |

PART V: Individual Project Final Report Narrative

*Base your responses on the information provided in the approved application.*

Applicant Name (Organization)**:**

Project Location:  Start Date – End Date:

1. **Restate the project goals as noted in the original application. Describe the success of this project in meeting each goal.**

1. **Describe the project impact on the community, the applicant organization and its long-term goals.**

1. **Describe the artists and partners and their roles in the project. Consider what worked and what could have been improved with these roles.**

1. **Describe how the project was documented. Identify the mediums used, challenges and benefits of the documentation process. Include samples of documentation as prints, or on cd, dvd or external drive.**

1. **Describe how the project was evaluated. Identify the tools used, challenges and benefits of the evaluation process. Include samples of evaluation documents and a brief report of the evaluation findings.**

1. **Briefly describe what obstacles impacted the success of your project. How will these experiences be used in planning of future projects?**

1. **Attachments**
	1. ***Promotional Materials:*** Samples of promotional materials/media coverage as printed material or documents on CD, DVD or external drive.
	2. ***Documentation:*** samples of project documentation, which may include photographs and/or videos attached as prints, or on CD, DVD or external drive. Include at least two high quality digital photographs of the project activities/resulting work for publication. Include an explanation of each image and the photographer’s name. The WVCA will use these images in our publications and website and will share them with the National Endowment for the Arts, so you should obtain written permission from the relevant artists and/or subjects in the photos.
	3. ***Evaluation results****:* a sampling of evaluation documents and the findings of those evaluations. This data can be processed and presented in any way that suits the organization, but should give the WVCA a clear picture about what data was collected and what was gleaned through that process. (For instance, a basic spread sheet with totals/summaries and a one-page summary analysis). Do not send all of the raw surveys or evaluations, but rather process and report on them.
	4. ***Advocacy documents****:* Show how you shared this project to educate, engage, and inform decision makers about the impact of your programs on the community you serve. For instance: letters and invitations to decision makers, media coverage, and photo opportunities with relevant officials.

WV Commission on the Arts Grant Activity Locations

*Complete one form for each funded project*

For each activity supported by your grant, report the following information about the location(s) at which activities took place, if those activities occurred at a location different than the Grantee Address. If multiple activities occurred at multiple locations, enter information for each site as a separate venue record.

* Provide the venue’s street address, not mailing address.
* For venues based at an individual’s home address, do not include street address, only state and zip.
* For permanent/year-round activity, enter “999” for “Number of days on which the activities occurred.”

[ ]  If your project did NOT occur outside your home base (grantee address) check here.

Location Street Address (or latitude/longitude):

City:       State:       Zip + 4:

Number of days on which the activities occurred:

Location Street Address (or latitude/longitude):

City:       State:       Zip + 4:

Number of days on which the activities occurred

Location Street Address (or latitude/longitude):

City:       State:       Zip + 4:

Number of days on which the activities occurred:

Location Street Address (or latitude/longitude):

City:       State:       Zip + 4:

Number of days on which the activities occurred:

Location Street Address (or latitude/longitude):

City:       State:       Zip + 4:

Number of days on which the activities occurred:

Community Arts Project Support Final Report Checklist

These items are required for a complete final report.

[ ]  PART I – Signed and notarized Community Arts Project Support Final Report Cover Sheet

[ ]  PART II – Community Arts Project Support Final Report Project and Budget Summary

[ ]  Part III – Community Arts Project Support Individual Project Form

[ ]  Part IV – Community Arts Project Support Individual Project Budget Form

[ ]  Part V – Community Arts Project Support Individual Project Narrative

[ ]  WV Commission on the Arts Grant Activity Locations

Documentation: Submit no more than three samples in each category. Select those examples that best represent success.

[ ]  Sample promotional materials/media coverage

[ ]  Samples of project documentation, which may include photographs and/or videos attached as prints, or on CD, DVD or external drive. Include at least two high quality digital photographs of the project activities/resulting work for publication. Include an explanation of each image and the photographer’s name. The WVCA will use these images in our publications and website and will share them with the National Endowment for the Arts, so you should obtain written permission from the relevant artists and/or subjects in the photos.

[ ]  Evaluation results: a sampling of evaluation documents and the findings of those evaluations. This data can be processed and presented in any way that suits the organization, but should give the WVCA a clear picture about what data was collected and what was gleaned through that process. (For instance, a basic spread sheet with totals/summaries and a one-page summary analysis). Do not send all of the raw surveys or evaluations, but rather process and report on them.

[ ]  Advocacy documents: Show how you shared this project to educate, engage, and inform decision makers about the impact of programs on the community served. For instance: letters and invitations to decision makers, media coverage, and photo opportunities with relevant officials.