

LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM ORGANIZATIONAL SUPPORT FINAL REPORT INSTRUCTIONS FY 2016

The Final Report is a tool to evaluate the outcomes of your activities under the Decentralized Arts Funding Program. There are four purposes to this report:

1. To determine programming effectiveness at year-end;
2. Gain direction for future improvements;
3. Be fiscally accountable for State of Louisiana grant funds; and
4. Demonstrate compliance with the rules, regulations, laws, terms and conditions of the program.

If you should have any questions regarding this report or the information required herein, please contact **Caroline Randall, CDC (318) 484-4471** at the **ARTS COUNCIL OF CENTRAL LOUISIANA**.

REQUIREMENTS:

- Final Reports are due within **30 days of completion of activities or no later than October 15, 2016.** You will receive your final payment of 25% after the report has been received and approved by the **Arts Council of Central Louisiana**. This means you must have paid all expenses funded by the grant, with enough cash on hand to cover the final 25% of project costs; with the expectation that the final 25% will be reimbursed to you **after** you have turned in a final report that is **complete, timely, and accurate.**
- Final Reports must include the following:
 - **Completed** Final Report Form
 - **Latest Year-End Organizational Budget, filled out on the pages provided or substituted with an attachment showing the last-completed fiscal year's budget.** **Note:** if your organization received in excess of \$25,000 in combined state, local and federal government funding, audited financial statements are required for your organization.
 - **Grant Expenditure Documentation: PLEASE PUT THE COPIES OF CANCELLED CHECKS/ INVOICES/ RECEIPTS IN THE SAME ORDER THAT YOU SHOW THEM ON THE GRANT EXPENDITURE CHART and DOUBLE-CHECK the CHECK #'s and the AMOUNTS for EACH CHECK THAT YOU DOCUMENT ON THE GRANT EXPENDITURE CHART.**
 - Evidence of credit to the **Louisiana Division of the Arts Decentralized Arts Funding Program** and the **Arts Council of Central Louisiana**. Copies of newspaper reviews or publicity.
 - **Images of grant-sponsored activities.**
- Failure to submit a timely, accurate, and acceptable final report or to comply with all the rules, regulations, laws, terms and conditions described in the Decentralized Arts Funding Program Guidelines, signed grant agreement, and original signed application may result in **forfeiture of grantee's final payment and ineligibility to participate in future rounds** of Decentralized Arts Funding Program. **Persistent** failure to submit a timely, accurate and acceptable final report, and/or to comply with the rules described in the signed grant agreement and original signed application, may result in **forfeiture of the original payment advanced to the grantee and appropriate legal action.**

DIRECTIONS FOR COMPLETING THE DECENTRALIZED ARTS FUNDING PROGRAM ORGANIZATIONAL SUPPORT FINAL REPORT

The following provides step-by-step instructions on the type of information required for each item on the final report.

Grantee Information:

This information contains a “snapshot” of your grant information. It should include the following:

- **Grant Number** as listed in your grant agreement
- **Grant Awarded** as listed in your grant agreement
- **Grant Expended** should equal what was spent from your original grant award. This number should only be different if you did not use all the grant funds awarded. If at any time during the fiscal year, you have determined that not all grant funds will be used, contact the **CDC** immediately. All unused grant funds will be returned to the State of Louisiana, if not reported to the **Arts Council of Central Louisiana** in a timely manner for redistribution within the parish.
- **Organization Name and Address** is the official name and address of the organization receiving grant funds.
- **Executive Director** should be the person who provides administrative oversight for the organization. If there is no paid staff, this person should be the board president.
- **Number of Full-Time Staff Employed** indicate the number of full-time staff employed by your organization
- **Number of Part-Time Staff Employed** indicate the number of part-time staff employed by your organization
- **Number of Contracted Staff Employed** indicate number of paid individuals who are contracted to perform services for your organization.
- **Number of Volunteers** indicate the number of individuals who volunteer time on behalf of your organization including board members.

Total Attendance/ Other:

Figures should only include those individuals who **directly benefit** from the programs and services your organization provides. Include actual audience numbers. **Avoid inflated numbers.** Please provide the following information related to total attendance/individuals benefiting from your arts programs:

- **Number of Persons Ages 18 and Under** is intended to track children and youth served through youth-oriented programming, such as school, after-school, and summer programs that include the arts.
- **Number of Teachers** includes any teachers who were involved in or who attended the programming during the fiscal year (Oct. 1st, 2015 – Sept. 30th, 2016).
- **Number of Adults** is intended to track attendance for arts projects that serve a general audience and/ or any adults that may have been involved in youth-oriented projects. The total # of adults **includes** the # of teachers asked for in the previous question.
- **Total Attendance** is the total number of individuals who were directly involved in the organization’s programs as project participants and audience members between the project start and end dates: Oct. 1st, 2015 – Sept. 30th, 2016. This is the total of youth (aged 18 and under) **and** Adults/General Public; so by definition, this total also includes the # of teachers.
- **Total # of Schools Benefitting:** This includes any schools whose students were involved in the programming during the fiscal year.

Total Number of Artists/Total Artistic Fees/ Other:

The goal of the Decentralized Arts Funding Program is to provide opportunities for professional artists and encourage community arts projects. In an effort to track the number of artists and total artist fees, please provide the following information:

- **Total Number of Artists Participating/ Involved** includes all artists directly involved in having provided art or artistic services. Include the number of living artists whose work was (or is still being) represented in an exhibition.
- **Total Number of Artists Employed/ Paid** includes the number of artists who have received or who will be receiving payment for artistic services/ work contributed during the FY '16 DAF cycle.
- **Total Amount Paid to Artists** is the total amount of payment to artists as providers-of-service. This number should list all artistic fees, including grant funds and additional cash. **Note: Amount paid to artists** should only include **artistic fees for service** and should not include per diems, such as travel, meals, supplies or other expenses.
- **Total Number of Performances/ Exhibitions** includes the number of public performances or arts-related exhibits held by the organization during the fiscal year.
- **Total Number of Workshops/ Forums/ Educational/ Training Programs Offered** includes direct training of individuals or formal discussions hosted by the organization.
- **Total Number of Residencies** includes the hosting (by the organization) of artists, academicians, curators, or other creative personnel for a time away from their usual environment and obligations. Residencies usually include a time of reflection, research, presentation, or production. For this grant, residencies must have been arts-related.

Narrative:

The State of Louisiana Office of the Lt. Governor, Department of Culture, Recreation and Tourism, Office of Cultural Development, Louisiana Division of the Arts as appropriated by the State Legislature provides Organizational Support grant funds. These funds support the operations and programming of our state's vital arts organizations – both small and large. The narrative is an opportunity to address your organization's planning and evaluation in an effort to track the artistic and administrative quality and community participation occurring as a result of the Decentralized Arts Funding Program. The following information will assist you in completing each question. You may continue on additional sheets of paper if necessary.

Question 1: Describe the organization's evaluation methods and results according to 1) artistic merit, 2) mission and goals, 3) leadership of board or staff, and 4) community outreach. Address any changes from the original application or grant agreement.

[Describe your efforts to evaluate what you are doing, who you are reaching through your audiences and outreach activities, who you need or want to be reaching, and the effectiveness of leadership (staff and/or board). Also address any changes from the original application or grant agreement].

Question 2: Describe the most successful undertaking of your organization that occurred during the grant period.

[In an effort to celebrate our successes, provide anecdotal evidence of your most successful undertaking this fiscal year].

Question 3: Does your organization require assistance or development in any of the following areas? (Check all that apply).

- | | |
|--|---|
| <input type="checkbox"/> Project Planning/ Programming | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Artist Selection | <input type="checkbox"/> Marketing/ Public Relations/ Advertising |
| <input type="checkbox"/> Administration/ Organizational Management | <input type="checkbox"/> Community Outreach |
| <input type="checkbox"/> Budgeting/ Financial Management | <input type="checkbox"/> Board Development |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Audience Development/ Arts Participation |
| <input type="checkbox"/> Evaluation | |

Please explain your needs as they relate to the checked areas above.

[The Decentralized Arts Funding Program strives to strengthen and provide meaningful support to our state's nonprofit arts organizations in an effort to increase the number of citizens and visitors participating in and experiencing arts activities. This list represents key areas related to organizational operations and programming. Describe the specific details that relate to your needs].

Question 4: How were elected officials (state and local) notified of your organization's programs/ services? Did they attend/ respond?

[Your local elected officials should be notified and invited to attend the activities of your arts project. Let them know how public tax dollars are benefiting your organization].

Question 5: Please select your organization's Primary Strategic Outcome. (Choose **ONE** from the list below).

<u>Creation:</u> The Portfolio of American Art is Expanded
<u>Engagement:</u> Americans Throughout the Nation Experience Art
<u>Learning:</u> Americans of All Ages Acquire Knowledge or Skills in the Arts
<u>Livability:</u> American Communities are Strengthened through the Arts
<u>Understanding:</u> Public Knowledge and Understanding About the Contributions of the Arts are Enhanced

[Choose the one that best describes your organization's main focus as it relates to your mission statement and/ or overall goals in selecting the type of programming that your organization presents].

Organizational Programming and Activity Details:

This table serves to describe the programs, activities, and functions of your organization. Make sure to list each program, activity, or function on a separate line. You should also attach any calendar of events or season brochures related to your programming and services. The following information describes each field:

- **Type of Program/Activity** lists the standard field codes developed by the National Endowment for the Arts and the National Assembly of State Arts Agencies. This should be the general characteristic of the program, activity, or function of your organization's efforts. The following lists types of programs/activities/functions:
 - **Concert/Reading/Performance**
 - **Touring/Production**
 - **Exhibition**
 - **Publication**
 - **Broadcasting**
 - **Fair/Festival**
 - **Acquisitions**
 - **Creation of a New Work**
 - **Recording/Filming/Taping**
 - **Research/Planning**
 - **Documentation/Archival**
 - **Repair/Restoration/Conservation**
 - **Facility Rental**
 - **Apprenticeship**
 - **School Residency**
 - **Community/Other Residency**
 - **Art Instruction/Workshop/Class**
 - **Art Demonstration/Assembly**
 - **Audience Subsidies**
 - **Web Site/Internet Development**
 - **Building Public Awareness**
 - **Fundraising**
 - **Writing About Art/Criticism**
 - **Other**

- **Title of Program/Activity** should provide the official program name or title used to promote your programming to the public.
- **Location** should detail where the event(s) occurred, including the facility and city.
- **# Activities** should detail how many times your program or service is offered.
- **Target Audience** should detail where your audience comes from or the participants involved.
- **# Individuals** provides the number of people who were project participants or audience members. You should always report exact numbers when possible. Reported numbers should be realistic and a good indication of the **actual number** served by your project and events.

Example of Organizational Programming and Activity Details:

Type of Program/Activity	Title of Program/Activity	Location	# Activities	Target Audience	# Individuals
Concert	Discovery Concerts	Civic Center, My Town	8	General public	3500
School Residency	Arts for Kids	Historic Elementary, My Town	10	3 rd graders	600
Art Demonstration/ Assembly	Youth: Victim of Music	Contemporary Middle, Your Town	15	9-12 graders	1200

YEAR-END ORGANIZATIONAL Budget:

You may submit an internal organizational income statement (revenue/expenses) generated by computer software such as Quicken, QuickBooks, MS Money, etc. in lieu of this section. The income statement must be prepared using generally accepted accounting principles (GAAP). If your organization receives more than \$25,000 in federal, state or local government funds, audited financial statements are required.

The **income statement** must represent your organization's **most recently completed fiscal year**. Include the date (month/day/year) your fiscal year ended.

Below are the definitions for each item listed under Income:

- **Admissions, Memberships, Subscriptions** includes revenue from the sale of tickets or entry fees, subscriptions/memberships for your events, programs, services, etc.
- **Contracted Services Revenue** includes revenue derived from fees earned through sales of services (sale of workshop to other community organizations, performance or residency fees, tuition, etc.).
- **Other Applicant Cash** refers to agency cash on hand that has been earned by your organization either through endowments, investments, etc. Identify the source of funds.
- **Corporate Support** includes cash support from businesses, corporations, or corporate foundations.
- **Foundation Support** includes cash support derived from grants given to your organization by public or private foundations.
- **Other Private Support/ Fundraising** refers to any solicitation for donations or contributions from individuals in support of the organization's programs and services.
- **Federal Government Support** includes funds received from federal or national agencies such as the National Endowment for the Arts, HUD, Department of Agriculture, etc. Identify the source of funds.
- **State Government (not LDOA)** includes funds from offices of the State of Louisiana, but not including any grants from the Louisiana Division of the Arts. Identify the source of funds.

- **State Government (LDOA)** – [but not DAF Org. Suppt.] includes funds received from offices of the State of Louisiana. Do not include the DAF funding for **this type of grant** (Org. Suppt.) on this line (as it is asked for in the next field), but you may include **another** DAF grant of **another** type (Project Assistance or Technical Assistance for FY '16), and/or another grant from the Louisiana Division of the Arts during FY '16, on this line. [If you have received multiple grants – other than DAF Org. Support for FY '16 -- from the Division, combine the amounts together].
- **Local Government** includes funds received from your local or parish government, school board, convention and visitor's bureau, tourist commission, etc. Identify the source of funds.
- **Local Arts Agency Support** refers to any grants awarded by the local arts council/ agency in the organization's city/ town.
- **Community Arts Fund Support** refers to any grants awarded by an arts fund, like the United Way, but one that targets arts organizations and arts programming.
- **Decentralized Arts Funding Grant (Org. Suppt)** is the actual amount of grant funds spent by your organization for this grant cycle (FY '16) for this grant type.
- **Total Income** should total all revenue received by your organization. This line, when downloaded from the Internet, should total for you.
- **Total In-Kind Support** should total any non-cash support (i.e. goods, services, or volunteer time contributed to the organization) during this fiscal year. (Including this is **optional**).

Below are the definitions for each line item listed under Expenses:

- **(A) Salaries/ Wages/ Benefits – Administrative** refers to permanent, paid staff of the organization in charge of operations and/or programming.
- **(B) Salaries/ Wages/ Benefits – Artistic** refers to permanent, paid staff of the organization responsible for the artistic direction of the organization and/or programming.
- **(C) Payroll Taxes** refer to the amount paid in federal and state employment taxes.
- **(D) Outside Professional Services – Artistic** refers to paid artistic services by companies or individuals not considered employees of the organization (e.g., artists, folklorist, curator, dancer, actor, graphic designer, etc. whose services are contracted for the project).
- **(E) Outside Professional Fees and Services – Other** refers to paid non-artistic services provided by companies or individuals not considered employees of the organization (e.g., consultants, set designer, lighting technician, technical director, security, presses, etc.).
- **(F) Production** refers to permanent, paid staff of the organization responsible for production, construction, lighting, etc. Can also refer to costs paid to produce artistic programming such as scripts, music, exhibit rentals, insurance, licenses, program books, etc.
- **(G) Occupancy/ Utilities** refers to costs paid for office, facility, exhibit or performance venue rental or mortgage. Indicate whether you rent or own the facility. Include costs for utilities in this line (i.e. additional costs such as gas/electric, water, etc. not covered by general operating expenses).
- **(H) Equipment Rental and Maintenance** refers to costs paid for renting and maintenance of equipment utilized in your programs, services, or operations.
- **(I) Technology and Communications** refers to costs paid for telephone, website, technical support, hardware/ software, etc.
- **(J) Insurance** refers to the cost of liability insurance.
- **(K) Supplies and Materials** refer to the cost of consumable items, raw materials needed to produce or present projects within programming, such as paints, cameras, paper, etc. Grant funds may only be used for items that cost less than \$500 per unit with a consumable life of less than one year. Can also refer to office supplies.

- **(L) Postage/Shipping** refers to the cost for mailing and shipping.
- **(M) Print/ Publications/ Marketing** refers to the cost to print booklets, newsletters, paid advertisements either in magazines, newspapers, street banners, etc., and press releases.
- **(N) Development** refers to the cost of fundraising and special events.
- **(O) Travel and Mileage** refers to the costs paid for travel for outside professional services, per diems, and travel for services outside the area.
- **(P) Conferences, Conventions, and Meetings** refers to the costs paid for attending workshops, conventions for professional development as well as organization meetings, such as board-of-director meetings.
- **(Q) Other** refers to expenses not listed under any other expense category. Identify all other expenses in the lines provided. If larger than \$500, submit a budget break-down.
- **Total Expenses** should total all line items and include both grant and cash. This should be a representation of all costs paid for by your organization.

Grant Expenditure Summary and Documentation:

Your grant comes from State of Louisiana tax dollars and is subject to review by the Legislative Auditor. Documentation is required for all grant funds. All grantees are responsible for providing evidence that grant funds were spent appropriately and on eligible project expenses. The **Arts Council of Central Louisiana** has the right to refuse any final report submitted with inadequate financial documentation and will hold final payment until appropriate documentation is received. **Please attach copies of payment documentation to the Grant Expenditure Documentation page.**

Grant Expenditure Summary summarizes where **grant funds** were spent and corresponds to the detail lines provided on the Grant Expenditure Documentation table. Each letter corresponds to the line item listed in Expenses. **Note: Documentation on this part is only required for grant funds that were expended which helped cover some of your organizational expenses, and not for every single expense in the total organizational budget. If a portion of grant funds were used to cover a specific expense, on this section for each letter as it applies, you need only put the amount from the grant that helped cover the expense for each category. See the note shown for the Expenditure Documentation “Expenditure Category...” box, at the top of the next page.**

Grant Expenditure Documentation provides a quick, easy reference regarding payments made with grant funds. You must attach a copy of all documentation to this page. *****PLEASE MAKE SURE YOU INCLUDE THE COPIES OF CANCELLED CHECKS/ RECEIPTS/ INVOICES IN THE SAME ORDER THAT YOU SHOW THEM ON THE GRANT EXPENDITURE CHART, and DOUBLE-CHECK THE CHECK#’S AND THE AMOUNTS FOR EACH CHECK THAT YOU DOCUMENT ON THE GRANT EXPENDITURE CHART.** Provide the following information as it relates to grant funds:

- **Expenditure Category** refers to the corresponding letter for the expense as listed on the Expenses.
- **Date** refers to the date the documentation is referencing, such as the date of the check, the date of the receipt, the date of the invoice, etc. **Note: Expenses may only be incurred and paid for between October 1, 2015 and September 30, 2016.**
- **Provider Document/Payment Documentation** refers to the type of documentation that is attached to this form. Only expenditure of **grant funds** need to be documented. (**Eligible documentation** includes **copies of receipts and invoices** along with **cancelled checks, bank statements** showing cancelled checks, **credit card statements**, or evidence of **receipt of payment**).
- **AMOUNT** is the total amount of the check or payment made, i.e. the **total amount of the expense.**
- **Payee** is the person or company **payment is made to.**

- **AMOUNT PAID FROM GRANT** is the portion, **either whole or in part**, of the total amount paid for **with grant funds**.

Example: An artist submits an invoice in the amount of \$5,000. Your organization received a grant in the amount of \$3300. The Grant Expenditure Documentation page should like this:

Expenditure Category	Date	Provider Document/Payment Documentation	Amount	Payee	<u>Amount Paid From Grant</u>
E	11/30/15	Invoice/Ck.1234	\$5,000	Jane Q. Artist	\$3300

NOTE: The **Grant Expenditure Summary table**, mentioned on the previous page (and referencing the chart which is **BEFORE** the Grant Expenditure Documentation Chart) should have \$3300 next to the letter “E,” and not the full expense amount of \$5,000.00, as in the last box in the example shown here. The purpose of this report is to show that all DAF grant funds that were awarded were expended, documenting how they helped cover a **portion** of the entire expense for each expense category. It is o.k. if grant funds were used for **only one category of expenses**, and/ or if grant funds helped cover the entirety of that expense. However, in most instances it is expected that the grant funds will not cover the full amount of the expense(s).

Checklist:

The Checklist is a **helpful reminder** of **what to include in your Final Report packet**. A final payment is contingent on the approval and acceptance of a **complete** Final Report. Make sure the following information is included in your packet to the Arts Council of Central Louisiana:

- **Complete Organizational Support Final Report form, with either the organizational budget page filled out, or the latest year-end organizational financial statement attached. Note: if your organization received in excess of \$25,000 in combined state, local and federal government funding, audited financial statements are required for your organization.**
- **Grant Expenditure Documentation ***PLEASE PUT THE COPIES OF CANCELLED CHECKS/ INVOICES/ RECEIPTS IN THE SAME ORDER THAT YOU SHOW THEM ON THE GRANT EXPENDITURE CHART and DOUBLE-CHECK the CHECK #'s and the AMOUNTS for EACH CHECK THAT YOU DOCUMENT ON THE GRANT EXPENDITURE CHART.**
- Evidence of credit to the **Louisiana Division of the Arts Decentralized Arts Funding Program** and the **Arts Council of Central Louisiana**
- Copies of newspaper reviews or **publicity**, and
- **Images of grant-sponsored activities**, such as videos, photographs (digital, prints, slides), books, tapes, CDs, etc.

Assurances:

The Authorizing Official, who is assuming legal responsibility for state of Louisiana grant funds, must sign the Assurances. The Authorizing Official must be the Executive Director, Board President, etc. For the Project Director, the Authorizing Official may sign, or may mark this section N/A. **MAKE SURE ANY PARTIES WHO WILL SIGN THE DOCUMENT HAVE FIRST READ AND UNDERSTOOD THE INFORMATION PROVIDED IN THE FINAL REPORT. *Also, please make sure that all signatures are original, and in blue ink, not photocopies!**

How to Submit:

Once all of your information is assembled, please **mail or deliver** the final report **by Oct. 15th, 2016** to:

**Arts Council of Central Louisiana
1101 4th Street Suite 201
Alexandria, LA 71301**

FOR QUESTIONS OR MORE INFORMATION CONTACT:

**Caroline Randall, CDC
caroline@louisiana-arts.org
The Arts Council of Central Louisiana
(318) 484-4471**