

LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM PROJECT ASSISTANCE 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 final 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** Project Assistance Final Report Form
 - **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. Note: The Grant Expenditure Documentation section is not for all project expenses – only those funded by DAF: FY '16**
 - **Evaluation reports** conducted for your project as identified in the original application (there will be questions on the report form related to evaluation of the project).
 - 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 the Decentralized Arts Funding Program. Persistent failure to submit a timely, accurate and acceptable final report or compliance with 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 the original payment advanced to the grantee and appropriate legal action.

DIRECTIONS FOR COMPLETING THE DECENTRALIZED ARTS FUNDING PROGRAM Project Assistance 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 **Caroline Randall** 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.
- **Project Director and Title** is the person who should be able to answer all questions related to the training or consultancy as well as answer questions related to the financial documentation. If the person is not affiliated with the organization receiving funds, indicate relationship to the organization receiving grant funds.
- **Project Title** identifies the project for which you received grant funds; this is particularly important if you received funding for more than one project.
- **Sub-Applicant, if applicable** identifies the organization that lacks the legal status to receive grant funds, but is the actual organization or individual conducting the project. Only required if a fiscal agent is used.
- **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** indicates number of paid individuals who are contracted to perform services for your organization.
- **Number of Volunteers** indicates the number of individuals who volunteer time on behalf of your organization including board members.

Project Activity Details:

Most arts projects funded by the Decentralized Arts Funding Program include multiple activities. An activity refers to one event that happens at one time and is available to one audience. For example, an in-school residency with a class that meets for 2 hours during school time and a community performance later in the evening would be listed as two activities. A complete table will show a listing of all events and the total number of individuals served by your project, including who was served and where. **Note:** If your arts project is a component of a larger project, please include only information related to arts programming.

In the Project Activity Details table, please complete the following information as it relates to each activity of your grant funded arts project:

- **Date** is the day in which the activity occurred.

- **Type of Activity** lists the details of the activity being conducted. Try to be as specific as possible. You may want to include the activity, artistic discipline, length of activity, etc.
- **Location** should detail where the event occurred, including the facility and city.
- **Who** should detail where your audience comes from or the participants involved. Examples include all 1st grade, senior citizens, Coushatta reservation, general public, citizens of Jennings, adults, dance college students, etc.
- **# 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.

Total Attendance/ Other:

Figures should only include those individuals directly involved or affected by the funded activity. Include actual audience numbers. **Avoid inflated numbers**, and do not double-count repeat attendees. Please provide the following information related to total attendance/individuals benefiting from your arts project:

- **Number of Youth (Ages 18 and Under)** is intended to track children and youth served through youth-oriented projects, such as school, after-school, and summer programs that include the arts.
- **Number of Teachers Involved and/ or Attending** is intended to track teachers that are directly involved with or served through your organization's project.
- **Number of Adults/General Public** is intended to track attendance for arts projects that serve a general audience and/ or any adults involved in youth-oriented projects.
- **Total Attendance (Youth + Adults)** 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. This is the total of 18 and Under and Adults/General Public. (By definition, the total # of Adults includes the total # of Teachers). If you are using an on-line form, this field should total automatically.
- **Number of Schools Benefitting** includes the total # of schools that were involved with the project.

Total Number of Artists/Total Artistic Fees/ Other:

The goal of the Decentralized Arts Funding Program is to encourage professional artists to undertake meaningful 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 Involved** includes all artists directly involved in providing art or artistic services specifically identified with the funded project. Include living artists whose work is represented in an exhibition.
- **Total Number of Artists Paid** includes the number of artists receiving payment for artistic services through the funded arts project.
- **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 any public performances or arts-related exhibits held as a part of this project.
- **Total Number of Workshops/ Forums/ Educational/ Training Programs offered** includes any formal discussions or training sessions held in conjunction with the project.
- **Total Number of Residencies** includes the # of times the organization hosted artists, academicians, curators, or other creative personnel for a time away from their usual environment and obligations, during

the grant cycle, as related to this project. Residencies usually include a time of reflection, research, presentation, or production. For this grant, residencies must have been arts-related.

Narrative:

The narrative is an opportunity for you to explain the final outcomes of your arts project as it relates to the evaluation criteria – Artistic Merit, Need and Impact, Planning and Design, Administration and Budget. Check the appropriate box, either YES or NO and provide explanations when needed. The following information will assist you in completing each of the questions. You may continue on additional sheets of paper if necessary.

Question 1: Did the completed project differ from the grant agreement and/ or application? Yes or No If yes, how?

[If your project is different from the original grant application or grant agreement, provide details as to how the project is different and why. You may also address effects of reduced funding, changes in artists, etc].

Question 2: you experience any problems in administering the arts project? Yes or No If yes, explain.

[If you experienced any problems in planning/designing/administering/implementing the arts project, this is an opportunity to explain the challenges you faced].

Question 3: What was the community's response to the project?

[Stimulating additional local support for the arts and providing arts activities to those who have limited arts experiences are two goals of the Decentralized Arts Funding Program. This question is intended to respond to those goals. Describe the community support or response, either through volunteers, participants, financial contributors, etc. received for the funded project].

Question 4: On a scale of 1 to 5, how would you rate the artistic merit of the project? (1 is the lowest and 5 is the highest)

[Evaluate the artistic quality of the artists involved with the project. Consider professionalism, quality of the work, and/or community response. 1 is Poor, 2 is Fair, 3 is Neither Good Nor Bad, 4 is Good, 5 is Very Good].

Question 5: How was the project promoted to the public?

[Indicate what types of publicity you received for your arts project. This should measure the extent to which the public was successful in hearing about your project and participated].

Question 6: Do you plan on continuing this project in the future? Yes or No If yes, how will the project be sustained or changed?

[If this project has occurred for more than one year, or you intend on continuing the project in the future, discuss plans for the projects sustainability or growth].

Question 7: How were elected officials (state/ local/ school) notified of your project? Did they attend or respond?

[The Decentralized Arts Funding Program is funded by the state legislature each year through the Department of Culture, Recreation and Tourism, Office of Cultural Development, Division of the Arts. Your local elected officials should be notified and invited to attend the activities of your arts project. Let them know how public tax dollars dedicated to the arts are benefiting the organization].

Question 8: Please select your organization's primary strategic outcome in completing the project. (Choose **ONE** from the list below).

[This is the main objective your organization had in completing the project, as related to your mission statement/ other goals].

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

Question 9: What else can the Arts Council of Central Louisiana do for you?

[Let us know how we are doing! Let us know how we can help! Let us know your needs!]

Final Project Budget:

The final project budget should list all expenses and income received as a result of your arts project. This includes both grant and additional cash received for this project.

Below are the definitions for each line item listed under Total Project Expenditures:

- **(A) Personnel – Administrative** refers to permanent, paid staff of the organization in charge of operations and/or programming.
- **(B) Personnel – Artistic** refers to permanent, paid staff of the organization responsible for the artistic direction of the organization and/or programming.
- **(C) Personnel – Technical/Production** refers to permanent, paid staff of the organization responsible for production, construction, lighting, etc.
- **(D) Fiscal agent fees** are fees charged by an organization to act as the legal recipient of grant funds on behalf of another organization that lacks the legal status to administer the fees on their own. Fees are intended to offset the cost of personnel, time, and supplies used in the administration of grant funds for the funded project only.
- **(E) Outside Professional Services – Artistic** refers to paid artistic services by companies or individuals not considered employees of the organization (e.g., artists, folklorists, curators, dancers, actors, graphic designers, etc.) whose services are contracted for the project.
- **(F) Outside Professional 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.).
- **(G) Utilities** refer to additional costs such as telephone, gas/electric, water, etc. not covered by general operating expenses.
- **(H) Space Rental** refers to the cost to rent a facility, exhibit or performance venue.
- **(I) Travel/Per Diems** refers to the cost of travel incurred as a result of your arts project, such as bus-ing students, artists' travel and meals, etc.
- **(J) Marketing** refers to the cost associated with publicly promoting the project, including invitations, PSA, flyers, playbills, newspaper ads, etc.
- **(K) Equipment Rental** refers to the cost associated with renting equipment for the purpose of producing the project.
- **(L) Supplies and Materials** refer to the cost of consumable items, raw materials needed to produce or present the project, 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.
- **(M) Postage/Shipping** refers to the cost for mailing and shipping related to the project.
- **(N) Insurance** refers to the cost of additional liability insurance related to the project and not part of the general operating expenses of the organization.

- **(O) Other** refers to expenses not listed under any other expense category. Identify all other expenses in the lines provided.
- **Total Project Expenditures** should total all line items and include both grant and cash. This should be a representation of all costs associated with the funded project.

Below are the definitions for each item listed under Total Project Revenue:

- **Decentralized Arts Funding Grant** is the actual amount of grant funds spent on the arts project.
- **Other Cash Support** refers to all cash funds either earned (admissions, contract(s) for services, etc.) or received (corporate sponsor(s), individual cash donations, fundraisers, etc.) for your arts project. Identify all sources in the lines provided.
- **Total Project Revenue** should total all revenue received for your arts project. This line, when downloaded from the Internet, should total for you.
- **Total In-kind Support (Optional)** is an opportunity to detail the cash **equivalent** of time, supplies, facilities, etc. that would normally be paid with cash, but was instead donated for your funded arts project.

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. **Attach copies of payment documentation** to the Grant Expenditure Documentation page.

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.

Grant Expenditure Summary summarizes where ***grant funds*** were spent and corresponds to the detail lines provided on the Grant Expenditure Documentation table. Each letter should correspond 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 project expenses, and (unless the grant funds were able to cover such), not for every single expense in the total 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 provide the following information as it relates to grant funds:

- **Expenditure Category** refers to the corresponding letter for the expense as listed on the Total Project Budget.
- **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 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.

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.

- **AMOUNT** is the total amount of the check or payment made.
- **Payee** is the person or company payment is made to.
- **AMOUNT PAID FROM THE GRANT** is the portion, either whole or in part, of the total amount paid 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.

- **Completed** Final Report Form for Project Assistance Grants,
- 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.** Note: The **Grant Expenditure Documentation** section is not for all project expenses – **only those funded by DAF: FY ‘16**
- 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, assuming legal responsibility for state of Louisiana grant funds, must sign the Assurances. The Authorizing Official must be the Executive Director, Board President, etc. If a fiscal agent organization is taking legal responsibility for the grant funds that were used, the Authorizing Official from this organization must sign in the space provided. The Project Director must also sign the final report form. It is o.k. if the Authorizing Official and the Project Director are the same person, but make sure that in the provider-of-services forms filled out in the original grant application (or the application as amended), that the person listed for the Project Director matches the person listed as the Authorizing Official. **MAKE SURE THAT ANY PARTIES THAT WILL SIGN THE DOCUMENT HAVE READ AND UNDERSTOOD ALL INFORMATION PROVIDED IN THE REPORT.** *Also, please make sure that all signatures are original, and in blue ink, not photocopies! Contact the CDC if you have questions about this, listed below.

How to Submit:

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

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

(If hand-delivering the report, the entrance to our building is on the corner of 4th and Johnston).

FOR QUESTIONS OR MORE INFORMATION CONTACT:

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