

**LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM
ORGANIZATIONAL SUPPORT
FINAL REPORT INSTRUCTIONS
FY 2017**

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 **Joshua Fontenot, 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, 2017**. You will receive your final payment of 25% after the report has been received and approved by the **Arts Council of Central Louisiana**.
- Final Reports must include the following:
 - Completed Final Report Form
 - Latest Year-End Organizational 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
 - 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.

The Arts Council of Central Louisiana
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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 **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.
- **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:

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 Adults/General Public** is intended to track attendance for arts projects that serve a general audience and/ or adults involved in youth-oriented projects.
- **Number of Teachers** is intended to track teachers that are directly involved with or served through your organization’s programs
- **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. This is the total of “18 and under” and ‘Adults/General Public” and also includes the “# of Teachers,” all added together. If you are using an online form, this field should total automatically.
- **Number of Workshops/ Educational Programs** is the total number of workshops and/ or educational offerings included in the organization’s programming.
- **Number of Schools Involved** includes the # of schools directly involved in the organization’s programming.

Total Artists/Total Artistic Fees:

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 Involved** includes all artists directly involved in providing art or artistic services **specifically identified with the funded arts programming.** 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 projects within this Organizational Support grant.
- **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 Public Performances/ Exhibitions** is the number of public offerings including some type of performance or exhibit for the public included in your organization's programming.
- **Total Number of Residencies:** See the definition of "residencies" listed on the form.

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

Question 3: 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 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: 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 the **Primary Strategic Outcome** associated with the main objective/ mission your organization is trying to accomplish. **(Choose only one).**

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 street address of 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** includes revenue derived from fees earned through sales of services (sale of workshop to other community organizations, performance or residency fees, tuition, etc.).
- **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.
- **Fundraising** includes cash support derived from individual contributions or special events.
- **Federal Government** 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.
- **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.
- **State Government** includes funds received from offices of the State of Louisiana. Identify the source of funds.
- **Decentralized Arts Funding Grant** is the actual amount of grant funds spent by your organization.
- **Total Income** should total all revenue received by your organization. This line, when downloaded from the Internet, should total for you.

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

- **(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 defined as fees charged by 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, folklorist, curator, dancer, actor, graphic designer, 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, such as busing students, artist 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 used by the organization.
- **(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 liability and other insurance required for operating and programming.
- **(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.

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 **DAF 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 is only required for grant funds and not the total organizational budget.**

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 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 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.
- **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 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	Amount Paid From Grant
E	11/30/15	Invoice/Ck.1234	\$5,000	Jane Q. Artist	\$3300

The Grant Expenditure Summary table should have \$3300 next to the letter “E”.

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:

- Latest year-end organizational financial statement - **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
- 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. The project director must also sign the final report form. Make sure both parties read and understand the information being provided in the final report.

How to Submit:

Once all of your information is assembled, mail or deliver the final report to the Arts Council of Central Louisiana, 1101 4th Street, Suite 201, Alexandria, LA.

FOR QUESTIONS OR MORE INFORMATION CONTACT:

Joshua Fontenot, CDC

josh@louisiana-arts.org

The Arts Council of Central Louisiana

(318) 484-4471