



Lake Charles Partnership Grant Final Report Instructions ORGANIZATIONAL SUPPORT



LCP FY2016-2017

The final report is a tool to evaluate the outcomes of your activities under the Lake Charles Partnership Grant program. There are four main purposes to this report:

1. To determine your project or organization's effectiveness after completion of the grant activity period;
2. To gain direction for future improvements;
3. To be fiscally accountable to the City of Lake Charles for use of grant funds;
4. To demonstrate compliance with the regulations, laws, terms, and conditions of the grant program.

This report should be reviewed before submitting it to the Arts Council office.

If it appears that your organization will not use 100% of the awarded grant funds, you must contact the Arts Council office immediately and before the final report is submitted so that funds can be redistributed.

If you should have any questions regarding these instructions or the final report form, please contact Charla Blake, Community Development Coordinator, at (337) 439-2787 or at charlab@artscouncilswla.org.

Requirements

The final report is due within 30 days of the completion of grant activities or on May 5th, 2017, whichever comes first. You will receive the final 25% of your total grant award after the final report has been received and approved by the Arts Council of SWLA.

The final report must include the following:

1. Completed evaluation forms of the project (for project assistance grants);
2. Grant expenditure documentation with proofs of payments;
3. Samples of printed materials reflecting the grant acknowledgement statement and appropriate logos showing that credit has been given to the Arts Council of SWLA and the City of Lake Charles;
4. Copies of newspaper/magazine articles, press releases, or similar reports of activities held;
5. Images of activities, programs, services, and events sponsored by the grant.

Failure to submit a timely, accurate, and acceptable final report or failure to comply with all the rules, regulations, law, terms, and conditions described in the FY2016-2017 Lake Charles Partnership Grant guidelines, signed grant agreement, and original signed application may result in forfeiture of grantee's grant award, either partial or full, as well as ineligibility to apply in future rounds of any Arts Council grant program, and persistent failure may result in forfeiture of the original grant award and appropriate legal action.

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

1. Grant Information

- 1a. Grant Number** is the number of your grant found on your grant agreement.
- 1b. Grant Awarded** is the total amount received by your organization for the grant.
- 1c. Grant Expended** **should equal the total grant awarded.** This number should only be different if you did not spend all of the grant funds awarded. If at any time during the fiscal year you have determined that not all grant funds will be used, immediately contact the Arts Council. Any unused grant funds will be re-allocated or returned to the City of Lake Charles, and your organization may become ineligible to receive future grants

if this notification is not received by the Arts Council within 90 days of the grant award.

- 1d. **Organization Name** is the organization's name that is listed with the Louisiana Secretary of State.
- 1e. **Address, City, Parish, State, and Zip** are your organization's domicile address as listed with the Louisiana Secretary of State.
- 1j. **Project Director/Title, Phone, and Email need to be connected to 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. This person should NOT be a contracted grant writer.
- 1m. **Project Title** (for project assistance only) identifies the project for which you received grant funds; this is particularly important if you received funding for more than one project.
- 1n. **Sub-Applicant** 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.

2. Total Actual Audience

- 2a. **Number of Youth Benefitted** is the number of youth under the age of 18 who attended performances, took part in classes and workshops, and overall were impacted by your service or event that the grant funded.
- 2b. **Number of Adults Benefitted** tracks attendance for grant-funded projects and services that impacted a general audience. This includes general audience members, adults involved in youth-oriented projects, adults taking part in classes and workshops, etc.
- 2c. **Number of Teachers Benefitted** is the total number of teachers who lead workshops and classes and who were a part of any arts education programs.
- 2d. **Number of Schools (Pre-K-12) Benefitted** is the number of schools that attended your events or were impacted by your services, including schools that adopted your arts education program, attended performances, or benefitted from educational outreach efforts.
- 2e. **Number of Performances Given** is the number of total performances offered by your organization, either through the specific project funded by the grant (project assistance) or by your year-round events (organizational support).
- 2f. **Number of Residency Activities Offered** is the number of artist residencies the grant helped to fund.
- 2g. **Total Attendance of All Activities** is the total number of adults, teachers, students, and general public that attended your grant-funded activities, programs, and services.

3. Total Artists and Artistic Fees Paid

- 3a. **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. This also includes artists who benefitted from attending targeted workshops and classes.
- 3b. **Total Number of Artists Paid** includes the number of artists who received payment for artistic services through the funded arts project.
- 3c. **Total Amount Paid to Artists** is the total amount, beyond the grant funds, that was paid to all contracted artists that were involved in programs, services, and projects funded by the grant. For organizational support, include artists that were paid during the fiscal year.
- 3d. **Number of Full-Time Staff Employed** includes the number of your organization's full time staff that was involved in projects, programs, and services funded by the grant. For organizational support, include the number of full time staff employed by your organization.
- 3e. **Number of Part-Time Staff Employed** includes the number of your organization's part time staff that was involved in projects, programs, and services funded by the grant. For organizational support, include the number of part time staff employed by your organization.
- 3f. **Number of Contracted Staff** includes the number of staff members who are contracted by your organization for the grant funded project.
- 3g. **Number of Volunteers** includes the number of nonpaid volunteers that are involved in grant-funded activities. For organizational support, include year-round volunteers.

4. 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 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.

- 4a. 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.
- 4b. If you experienced any problems in planning/designing/administering/implementing the arts project, this is an opportunity to explain the challenges you faced.
- 4c. Discuss how the project/activity was received by the community – may be feedback from participants, attendees, parents, etc.
- 4d. 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.
- 4e. Describe your short term and long term goals for your organization.
- 4f. Elected officials, particularly those that were responsible for funding this grant program, should be notified and invited to attend the activities of your arts project. Let them know how the dollars dedicated to the arts are benefiting your organization and our region.
- 4g. Describe how your organization evaluates your grant-funded projects and how you learn from this information.
- 4h. Describe any additional services or assistance the Arts Council can offer. Please be as specific as possible.
- 4i. In order to better serve our constituents, please check all that apply.

5. Final Project Budget

Unlike the grant application's budget which shows a projected list of income and expenses, this is where you show the actual amounts spent in implementing your grant-funded programs, services, and projects.

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) **Payroll Taxes** refers to FICA, etc.
- (D) **Outside Professional Services–Artistic** refers to paid artistic services by companies or individuals not considered employees of the organization (e.g., artist, folklorist, curator, dancer, actor, graphic designer, etc.) whose services are contracted for the project.
- (E) **Outside Professional Services–Other** refers to paid non-artistic services provided by companies or individuals not considered employees of the organization (e.g., consultant, set designer, lighting technician, technical director, security, press, etc.).
- (F) **Production** refers to components related to general event production – lighting, sound, etc. not covered in an individual Project Assistance grant request
- (G) **Occupancy/Utilities** refer to the cost to rent a facility, exhibit or performance venue and additional costs such as telephone, gas/electric, water, etc. not covered by general operating expenses.
- (H) **Equipment Rental and Maintenance** refers to the cost associated with renting equipment for the purpose of producing the project.
- (I) **Technology and Communication** refers to general office related items, such as computers, email services, phone calls, etc.
- (J) **Insurance** refers to the cost of additional liability insurance related to the project and not part of the general operating expenses of the organization.
- (K) **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 \$1000 per unit with a consumable life of less than one year.

- (L) **Postage/Shipping Costs** refers to the cost for mailing and shipping related to the project (invitations, bulk mailing, etc.).
- (M) **Marketing Costs** refers to the cost associated with publicly promoting the project, including invitations, PSAs, flyers, playbills, newspaper ads, etc.
- (N) **Staff and Board Development** refers to the professional development training seminars, workshops, etc.
- (O) **Travel/Per Diems/Mileage** refers to the cost of travel incurred as a result of your arts project, such as busing students, artist travel and meals, etc.
- (P) **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. **Note:** This line, when downloaded from the Internet, will total for you.

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

Lake Charles Partnership 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 for service, etc.) or received (corporate sponsor, 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 to your general organization funding.

6. Grant Expenditures Summary

Grant Expenditures Summary summarizes where grant funds were spent. Each letter corresponds to the line item listed in the Total Project Budget. Documentation is only required for grant funds and not the total project budget. Only put amounts in the appropriate box for items that used grant funds. *For example, if the grant only funded artist fees and marketing, then you will only fill in the E and J blanks with the appropriate total.*

7. Grant Expenses Documentation and Breakdown

Your grant comes from City of Lake Charles dollars and is subject to review by the City of Lake Charles 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 has the right to refuse any final report based on financial documentation submitted and will hold final payment until appropriate documentation is received. Attach copies of payment documentation to the Grant Expenditure Documentation 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:

- **Expenses Category** refers to the corresponding letter for the expense as listed on the Total Project Budget.
- **Date of Payment** 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. Expenses may only be incurred and paid for between April 1st, 2016 through March 31st, 2017.
- **Payment Document** 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, invoices, and other documents showing billable services.
- **Proof of Payment** is the accompanying document that shows evidence of payment. This includes cancelled checks, bank statements showing cancelled checks, credit card statements, or evidence of receipt of payment. An invoice with no proof of payment will not satisfy this category.
- **Name of Payee** is the person or company payment is made to.
- **Total Amount Paid** is the total amount of the check or payment made and can be greater than what was paid

with the grant.

- **Amount Paid with 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 \$2,300 and paid \$2,000 towards the artist fee and \$300 towards marketing. The Grant Expenditure Documentation page should like this:

Expenses Category (A-O)	Date of Payment	Payment Document (Invoice, Receipt, etc.)	Proof of Payment (Cancelled Check, Bank Statement, etc.)	Name of Payee	Total Amount Paid	Amount Paid with Grant Funds
E	4/17/2016	Invoice	Cancelled Check #763	Donna Smith	\$5,000	\$2,000
J	6/23/2016	Receipt	Bank Statement	Vistaprint	\$600	\$300

You must also provide evidence of the cancelled check as proof of payment.