

FY2010 LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM

**PROJECT ASSISTANCE
FINAL REPORT INSTRUCTIONS**

This report should be reviewed before you begin your project's activities.

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. Determine your project's effectiveness after completion
2. Gain direction for future improvements
3. Be fiscally accountable for State of Louisiana grant funds
4. Demonstrate compliance with the rules, regulations, laws, terms and conditions of the program.

If it appears that your organization **will not** be using all of the funds awarded to your organization, please let the St. Tammany Commission on Cultural Affairs know **by May 1, 2010** so that funds can be re-distributed within your parish.

Questions regarding this report or information required herein should be directed to **Roberta Carrow-Jackson** at **(985) 898-5243** or **rcjackson@stpgov.org** at the St. Tammany Commission on Cultural Affairs.

REQUIREMENTS:

- Final reports are due within **45 days of completion of activities or October 30, 2010, whichever occurs first**. You will receive your final payment of 25% after the final report has been received and approved by the St. Tammany Commission on Cultural Affairs, and after receipt of funds from the State of Louisiana.
- Final reports must include the following:
 - Complete FY 2010 Final Report Form for Project Assistance Grants
 - Grant Expenditure Documentation – **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
 - Additional evaluation reports conducted for your project as identified in the original application
 - Evidence of credit to the Louisiana Division of the Arts Decentralized Arts Funding Program and the St. Tammany Commission on Cultural Affairs/St. Tammany Parish Government.
 - Copies of newspaper reviews or publicity
 - Photos 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 FY2010 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 or compliance with the rules, regulations, laws, terms and conditions described in the FY2010 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.

**St. Tammany Commission on Cultural Affairs
P.O. Box 628
Covington, LA 70434**

DIRECTIONS for COMPLETING the FY 2010 DECENTRALIZED ARTS FUNDING FINAL REPORT

Below are 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 Roberta Carrow-Jackson immediately. All unused grant funds must be returned to the State of Louisiana if not reported to the St. Tammany Commission on Cultural Affairs 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 project 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.

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 two 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. Activities may only occur between October 1, 2009 and September 30, 2010.
- **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 the predominant characteristics of the audience or the participants involved. Examples: children ages 11-13, senior citizens, Coshatta reservation, general public, citizens of Slidell, adults, dance college students, etc.
- **# Individuals** is the number of people who participated in the project, 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. The Commission on Cultural Affairs can provide you with a free hand tally to help you track attendance. Contact Roberta Carrow-Jackson if you need a tally or if you have questions about tracking attendances.

TOTAL ATTENDANCE

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 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 adults/teachers involved in youth-oriented projects.
- **Total Attendance** is the total number of individuals who were directly involved in the funded activity 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. The fields in the final report tables where you enter numbers will total automatically.

TOTAL ARTISTS/TOTAL ARTISTIC FEES

The goal of the Decentralized Arts Funding Program is to provide 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.

**Artists: an individual with a career commitment to an art form, providing art or artistic services, degree of peer acceptance and a substantial and developed body of work.*

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, Community or Artistic Need, Project Design, and Administration. 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: 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: 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: 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 by indicating numbers of volunteers, number of participants, financial contributions/contributors, or related data for the funded project.

Question 4: 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: 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: If this project has occurred for more than one year, or you intend on continuing the project in the future, discuss plans for the project's sustainability or growth.

Question 7: The St. Tammany Commission on Cultural Affairs and the Decentralized Arts Funding Program are 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 and the community—the one you serve directly and that of your city/parish.

Question 8: Let us know how **we** are doing! Tell us your needs and let us know how we can help!

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, 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, or mortgage payments for an exhibit or performance venue.
- **(I) Travel/Per Diems** refers to the cost of travel incurred as a result of your arts project, 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 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. **Note:** This line, when download from the Internet, will total for you.

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 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 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 St. Tammany Commission on Cultural Affairs 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 Summary summarizes where grant funds were spent. Each letter corresponds to the line item listed in the Total Project Budget. **Note:** Documentation is only required for grant funds and not the total project 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 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. Expenses may only be incurred and paid for between October 1, 2009 and September 30, 2010.
- **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 \$3,300. The Grant Expenditure Documentation page should like this:

Expenditure Category	Date	Provider Document/ Payment Documentation	Amount	Payee	Amount Paid From Grant
E	11/30/09	Invoice/Ck.1234	\$5,000	Jane Q. Artist	\$3,300

The Grant Expenditure Summary table should have \$3,300 next to the letter “E”.

CHECKLIST

The Checklist is a helpful reminder of what to include in your Final Report packet. The final disbursement of your grant is contingent on the approval and acceptance of a complete Final Report. Make sure the following information is included in your packet to the St. Tammany Commission on Cultural Affairs

- Complete FY 2010 Final Report Form for Project Assistance Grants,
- Grant Expenditure Documentation – **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,
- Additional evaluation reports conducted for your project as identified in the original application,
- Evidence of credit to the Louisiana Division of the Arts Decentralized Arts Funding Program and the St. Tammany Commission on Cultural Affairs/St. Tammany Parish Government.
- Copies of newspaper reviews or publicity, and
- Images of grant sponsored activities, such as videos, photographs (digital or prints), 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 within 45 days of your completed project or by October 30, 2010, whichever comes first, to:

**St. Tammany Commission on Cultural Affairs
P.O. Box 628
Covington, LA 70434**

Please address questions regarding the Decentralized Arts Funding Program to:

**Roberta Carrow-Jackson
Community Development Coordinator
(985) 898-5243 or email: rcjackson@stpgov.org**

Any additional comments may be directed to:
Decentralized Arts Funding Program

Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, State of Louisiana

P.O. Box 44247
Baton Rouge, Louisiana 70804
(225) 342-8180