

FY2010 LOUISIANA DECENTRALIZED ARTS FUNDING PROGRAM
ORGANIZATIONAL SUPPORT
FINAL REPORT INSTRUCTIONS

This report should be reviewed before you begin your organization'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. To determine programming effectiveness at year-end
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.

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

If it appears that your organization **will not** be using all of the funds awarded to your organization, please let Roberta Carrow-Jackson know by May 1, 2010 so that funds can be re-distributed within your parish.

If you should have any questions regarding this report or the information required herein, please contact Roberta Carrow-Jackson at (985) 898-5243 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 Organizational Support 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.
 - 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 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 will 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.
- **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.

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 adults/teachers involved in youth-oriented projects.
- **Total Attendance** is the total number of individuals who were directly involved in your 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. If you are using an on-line form, this field will total automatically.

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. Include the number of living artists whose work is represented in an exhibition.
- **Total Number of Artists Paid** includes the number of artists receiving payment for artistic services.
- **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.

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.

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. Please contact the St. Tammany Commission on Cultural Affairs if you have questions regarding tracking attendances.

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	3,500
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	1,200
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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 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 your programming, 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. **Note:** This line, when download from the Internet, will total for you.

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 and corresponds to the details 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 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. 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.
- **Do not pay anyone in cash.**
- **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 Organizational Support 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 reviews in newspapers, magazines, etc. and press releases or other publicity tools
- 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@stp.gov.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