



ARTS AND CULTURE FUNDING PROGRAM

OPERATIONS GRANT

FINAL REPORT INSTRUCTIONS

2020-2021

(NOVEMBER 1, 2020 TO OCTOBER 31, 2021)

FINAL REPORT DEADLINE: Please submit your Final Report to the Acadiana Center for the Arts **15 days** after completion of the project or after the grants funds have been expended, but no later than **September 30, 2021**. The final 25% of the grant award will be reimbursed for funds already spent; Grantee must spend 100% of the grant award. Grantee must submit a Request for Final Payment with this Final Report, which must include copies of canceled checks, receipts, invoices or contracts for services paid using grant funds. **Failure to submit a completed Final Report by the due date may result in cancellation of part or the entire grant award, as well as, affect your organizations' ability to apply in the future, due to lack of compliance.**

Please read the instructions carefully while completing the Final Report. You may contact Gwen Richard, Community Development Director for the AcA at 337-233-7060 ex 227 or Gwen@AcadianaCenterfortheArts.org if assistance is needed.

Submit Operations Grant Application to:
Acadiana Center for the Arts
Community Development Department
101 W. Vermilion St.
Lafayette, LA 70501



PURPOSE FOR THE FINAL REPORT

- To determine your project's effectiveness after completion
- To gain direction for future improvements
- To be fiscally accountable for Lafayette Consolidated Government grant funds
- To demonstrate compliance with the rules, regulations, laws, terms and conditions of the program

REQUIREMENTS

Final reports are due within **30 days of completion of activities or no later than September 30, 2021 whichever occurs first.** You will receive your final payment of 25% after the Final Report has been received and approved by the **Acadiana Center for the Arts**.

Final Reports must include the following:

- Complete 2020-2021 Final Report Form for Operations Grant
- Complete 2020-2021 Request for Final Payment Form
- Credit evidence to Lafayette Consolidated Government and the Acadiana Center for the Arts
- Copies of newspaper reviews or publicity and 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 2020-2021 application guidelines, signed statement of assurances, and original signed application may result in **forfeiture of grantee's final payment** and **ineligibility to participate in future rounds** of LCG Arts and Culture External Agency 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 2020-2021 application guidelines, signed statement of assurances, and original signed application may result in **forfeiture of the original payment advanced to the grantee and appropriate legal action may be taken.**

DIRECTIONS

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

GRANTEE INFORMATION

- **Grant Number** as listed in your statement of assurances
- **Grant Awarded** as listed in your statement of assurances
- **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 or you were awarded additional funds. If at any time during the fiscal year, you have determined that not all grant funds will be used, contact Gwen Richard, Community Development Director of the Acadiana Center of the Arts immediately. All unused grant funds will be returned to Lafayette Consolidated Government, if not reported to the Acadiana Center for the Arts in a timely manner for redistribution.
- **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 program/project including all financial documentation. If the person is not affiliated with the organization receiving funds, indicate relationship.

I. IMPACT

1. Attach a calendar of arts and culture events, season brochure, etc. related to your organizations programs or activities during this granting period of November 1, 2020 to October 31, 2021. This will help to provide additional information concerning the events and services affiliated with the operations of your organization.

2. PARTICIPANTS

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** - 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** - attendance for arts projects that serve a general audience and adults/teachers involved with projects.
- **Total Attendance** - individuals who were directly involved in the funded activity as project participants and audience members between the program/project start and end dates. This is the total of 18 and under and Adults/General Public.

TOTAL ARTISTS/TOTAL ARTISTIC FEES

A goal of this grants 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** - all artists directly involved in providing art or artistic services specifically identified with the funded project.
- **Total Number of Artists Paid** - number of artists receiving payment for artistic services through the funded arts project.

- **Total Amount Paid to Artists** - 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 EMPLOYED:

- **Total Number of FULL-TIME STAFF EMPLOYED** - number of paid full-time staff employed by your organization
- **Total Number of PART-TIME STAFF EMPLOYED**- number of part-time staff employed by your organization.
- **Total Number of CONTRACTED STAFF** - number of paid individuals who are contracted to perform services for your organization.
- **Total Number of VOLUNTEERS**- number of individuals who volunteer time on behalf of your organization including board members.

II. QUESTIONS

The questions provides an opportunity for you to explain the final some outcomes of your Operations Grant. 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 was greatly different from the original grant application, briefly provide an explanation as to how the project was different and why.

Question 2: Let us know how we can help! Let us know your needs!

Question 3: Let us know what else we can do for you and how we are doing!

Question 4: This Arts and Culture Program is funded by Lafayette Consolidated Government. Your local elected officials should be notified and invited to attend the activities associated with your arts organization. Let them know how public tax dollars dedicated to the arts are benefiting the organization.

III. FINAL OPERATIONS GRANT BUDGET SUMMARY

The final budget should list all expenses as a result of your Operations Grant. Your grant comes from Lafayette Parish tax dollars and is subject to review by the City 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 Acadiana Center for the Arts 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 such as cancelled checks, receipts, etc.

Final Operations Grant Budget Summary provides a quick, easy reference regarding payments made with grant funds. Documentation is only required for grant funds spent.

- **Operations Grant Expenditure Categories** refers to the eligible expenses as listed on the Operations Grants Guidelines 2020-2021. Only expenses incurred and paid for between **November 1, 2020** and **October 31, 2021** are eligible for this granting period.
- **Method of 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.
- **Payee** is the person or company payment is made to.
- **Grant Funds Spent** is the total amount of the check or payment made in each eligible category.

Example: An organizations utility bill is \$5,000 for one month, but will only use \$2,000 from the Operations Grant towards the bill. The summary page should look like this:

Operations Grant Expenditure Categories	Method of Payment/ Documentation	Payee	Grant Funds Spent
Utilities	Invoice/Check #1234	XYZ Utilities	\$2,000

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.

ASSURANCES

The authorizing official assuming legal responsibility for Lafayette Parish 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.

WHEN TO SUBMIT

Once all of your information is assembled, mail or deliver the Final Report within 30 days once funds are completely expended or no later than September 30, 2021, whichever comes first, to the Acadiana Center for the Arts.

PLEASE NOTE: If it appears that your organization **will not** be using all of the funds awarded to your organization, please let the **Acadiana Center for the Arts** know as soon as possible.

If you have any questions regarding the Final Report, please contact Gwen Richard, Community Development Director of the AcA at (337) 233-7060 ex 227 or Gwen@AcadianaCenterfortheArts.org
