

ARTS AND CULTURE FUNDING PROGRAM

OPERATIONS GRANT  
FINAL REPORT

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](mailto:Gwen@AcadianaCenterfortheArts.org) if assistance is needed.

Submit Final Report to:  
**Acadiana Center for the Arts**  
**Community Development Department**  
**101 W. Vermilion St.**  
**Lafayette, LA 70501**



1. Amount of Grant Award \_\_\_\_\_

2. Amount of Grant Expended \_\_\_\_\_

3. Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State **LOUISIANA** Zip \_\_\_\_\_

Parish \_\_\_\_\_ PH \_\_\_\_\_ FAX \_\_\_\_\_

Website \_\_\_\_\_

4. Project Director \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

**I. IMPACT**

1. Attach a calendar of arts and culture events, season brochure, etc. related to the programs or activities affiliated with the operations of your organization during this granting period of November 1, 2020 to October 31, 2021.

**2. PARTICIPANTS. Please provide the following:**

**TOTAL ATTENDANCE**

Number of Persons Ages 18 and Under: \_\_\_\_\_  
Number of Adults/General Public: \_\_\_\_\_  
Total Attendance: \_\_\_\_\_

**TOTAL ARTISTS/ARTISTIC FEES**

Total Number of Artists Involved: \_\_\_\_\_  
Total Number of Artists Paid: \_\_\_\_\_  
Total Amount Paid to Artists: \_\_\_\_\_

**TOTAL EMPLOYED**

Total Number of Full-time Staff Employed: \_\_\_\_\_  
Total Number of Part-time Staff Employed: \_\_\_\_\_  
Total Number of Contracted Staff: \_\_\_\_\_  
Total Number of Volunteers: \_\_\_\_\_

**II. QUESTIONS**

Please answer the following questions. You may continue on additional sheets of paper if necessary.

**1. Address any major changes from the original application.**

**2. Does your organization require assistance or development in any of the following areas?** Check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Project Planning/Programming             | <input type="checkbox"/> Volunteer Management                    |
| <input type="checkbox"/> Artist Selection                         | <input type="checkbox"/> Marketing/Public Relations/Advertising  |
| <input type="checkbox"/> Administration/Organizational Management | <input type="checkbox"/> Community Outreach                      |
| <input type="checkbox"/> Budgeting/Financial Management           | <input type="checkbox"/> Board Development                       |
| <input type="checkbox"/> Fundraising                              | <input type="checkbox"/> Audience Development/Arts Participation |
| <input type="checkbox"/> Evaluation                               |  |

**3. What else could the Acadiana Center for the Arts do for you or your organization?**

- 4. Were elected officials notified of your organization's programs or services?**  Yes  No  
**Did they attend or respond?**  Yes  No

**III. OPERATIONS GRANT FINAL BUDGET SUMMARY**

November 1, 2020 – October 31, 2021

<b>Operations Grant Expenditure Categories</b>	<b>Method of Payment/ Documentation</b> <i>(check or credit card, plus invoices, contracts or receipts)</i>	<b>Name of Payee</b>	<b>Grant Funds Spent</b> <i>(Round numbers to the nearest dollar amount.)</i>
Salaries			
Employee Benefits			
Total Personnel Expenses			
Transportation			
Supplies and Materials			
Telephone			
Utilities			
Postage			
Travel and Meetings			
Rent			
Contractual Services			
Printing and Binding			
Equipment/Maintenance			
Insurance			
Other Goods and Services			
Real Property			
Other Expenses			

**PLEASE NOTE: Copies of all cancelled checks, credit card receipts, as well as copies of the cancelled checks showing payment to credit cards for purchases, must accompany all invoices or contracts listed above.**

**ALSO NOTE: Most recently completed year-end financial statements and annual audits may be attached, but may not be substituted for this page. Audits are required for organizations receiving more than \$25,000 in combined local, state, and federal funds.**

**CHECKLIST:**

- Complete Final Report Form and Request for Final Payment
  
- Samples of printed materials including proper credit and appropriate logos. Statements and logos are **required** on all printed promotional material associated with the grant, but not limited to, all mailings, programs, posters, flyers, programs, etc. A copy of a public service announcement containing the statement may also be submitted.
  
- Copies of newspaper reviews or similar reports of activities under this grant
  
- Images (may be emailed to [Gwen@AcadianaCenterfortheArts.org](mailto:Gwen@AcadianaCenterfortheArts.org)) of grant sponsored activities

**ASSURANCES:**

We, the undersigned, hereby certify that to the best of our knowledge all facts, figures and representations in this final report are true and correct; that all related expenditures or services were completed in accordance with terms and conditions set forth in the grant agreement and the Lafayette Consolidated Government Arts and Culture Operations Grant Guidelines 2020-2021.

**Authorizing Official (President or Chair)**

**Project Director**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Typed Name/Title \_\_\_\_\_

Typed Name/Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_