



ARTS AND CULTURE FUNDING PROGRAM

PROJECT 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 Final Report 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 Project Grants
- Grant Expenditure Documentation
- Additional evaluation reports conducted for your project as identified in the original application
- Evidence of credit to Lafayette Consolidated Government and the Acadiana Center for the Arts
- 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 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 External Agency - Arts and Culture 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.

DIRECTIONS

The following provides 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 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.
- **Project Title** identifies the program/project for which you received grant funds.

I. PROJECT ACTIVITY DETAILS

Most arts projects funded by the Arts and Culture Program may include multiple activities. An activity refers to one event that happens at one time and is available to one audience. For example, a workshop for 2-hours during the daytime and a community performance later in the evening (even if conducted by the same artist) 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 **November 1, 2020 and October 31, 2021**.
- **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 where your audience comes from or the participants involved. Examples include all 1st grade, senior citizens, general public, adults, dance college

students, etc.

- **# 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.

TOTAL ATTENDANCE

ARTIST

One goal of the Arts and Culture 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 Paid** includes the number of artists receiving payment for artistic services through the funded arts project.
- **Total Number of Artists to benefit** 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. Also includes paid artist.

INDIVIDUALS TO BENEFIT

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 benefiting from your arts project:

- **Total Participating Individuals** is the total number of individuals who were directly involved in the funded activity as project participants between the project start and end dates. This is the total of 18 and under and Adults/General Public.
- **Total Attendance** is the total number of individuals who were directly involved in the funded activity as audience members between the project start and end dates. This is the total of 18 and under and Adults/General Public.

STAFF/VOLUNTEERS

- **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 outcomes of your arts project as it relates to the evaluation criteria – Artistic Merit, Impact of the Project, Demonstration of Need, Administrative Competency. 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 greatly different from the original grant application provide brief 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 major problems in planning, designing, administering, implementing the arts project, this is an opportunity to explain the challenges you faced.

Question 3: Describe the lack of community support or response, either through volunteers, participants, financial contributors, if you answered no to this question.

Question 4: How was the public notified about your project?

Question 5: How did you evaluate the success of the project?

Question 6: This Arts and Culture Program is funded by Lafayette Consolidated Government. 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.

Question 7: Let us know how we are doing! Let us know how we can help! Let us know your needs!

III. 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.

1. TOTAL PROJECT EXPENDITURES

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 refers to permanent, paid staff of the organization responsible for production, construction, lighting, etc.

(D) 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.

(E) 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.).

(F) Utilities refers to additional costs such as telephone, gas/electric, water, etc. not covered by general operating expenses.

(G) Space Rental refers to the cost to rent a facility, exhibit or performance venue.

(H) 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.

(I) Marketing refers to the cost associated with publicly promoting the project, including invitations, PSAs, flyers, playbills, newspaper ads, etc.

(J) Equipment Rental refers to the cost associated with renting equipment for the purpose of producing the project.

(K) Supplies and Materials refers to the cost of consumable items, raw materials needed to produce or present the project, such as paints, cameras, paper, etc

(L) Postage/Shipping Costs refers to the cost for mailing and shipping related to the project.

(M) Insurance refers to the cost of additional liability insurance related to the project and not part of the general operating expenses of the organization.

(N) 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.

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

- **Arts and Culture Program/Project 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.

2. GRANT EXPENDITURE SUMMARY AND DOCUMENTATION

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 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. 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 Program/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 **November 1, 2020** and **October 31, 2021**, which is the granting period. However, if your project falls between September 30, 2021 and October 31, 2021, please contact Gwen Richard, AcA Community Development Director for further instructions, as LCG is requesting grantees to submit these documents 15 days after completion of the project or after the grants funds have been expended, but no later than September 30, 2021.
- **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 \$2,000. The Grant Expenditure Documentation page should look like this:

Expenditure Category	Date	Provider Document/ Payment Documentation	Amount	Payee	Amount Paid From Grant
E	12/15/19	Invoice/Check #1234	\$5,000	Jack Smith	\$2,000

The Grant Expenditure Summary table should have \$2,000 next to the letter “E”.

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. Make sure the following information is included in your packet to the Acadiana Center for the Arts.

- Complete 2020-2021 Final Report Form for Arts and Culture Program/Project Grants
- Complete 2020-2021 Request for Final Payment form
- Grant Expenditure Documentation
- Additional evaluation reports conducted for your project as identified in the original application,
- Evidence of credit to the Lafayette Consolidated Government Arts and Culture Funding Program and the Acadiana Center for the Arts (example: logos, statement of support)
- Copies of newspaper reviews or publicity
- Images (may be emailed to Gwen@AcadianaCenterfortheArts.org) of grant sponsored activities

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 of your completed project 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 Gwen Richard with 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