



ARTS AND CULTURE FUNDING PROGRAM

PROJECT 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 this application. Applicants 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



1. Amount of Grant Award _____

2. Amount of Grant Expended _____

3. Project Title: _____

4. Organization Name _____

Address _____

City _____ State **LOUISIANA** Zip _____

Parish _____ PH _____ FAX _____

Website _____

5. Project Director _____

Email _____

Phone _____

TOTAL ATTENDANCE

11. ARTISTS

Number of artists paid through this project:
Number of artists to benefit from this project (include paid artist):

12. INDIVIDUALS TO BENEFIT

Number of Participating Individuals
(i.e. actively involved with hands-on activities, master classes, etc.):
Number of Individuals in the Audience:

13. STAFF/VOLUNTEERS

Number of Full-time staff employed:
Number of Part-time staff employed:
Number of contracted staff:
Number of volunteers:

II. Please check the appropriate boxes and briefly answer the following questions.

1. Did the completed project greatly differ from the original grant application? Yes No
If yes, briefly, how?

2. Did you experience any major problem(s) implementing your arts program/project? Yes No
If yes, briefly explain.

3. Was the project well received by the community? Yes No
If no, briefly explain.

4. What methods of promotion were used with the project? Check all that apply:

- | | | |
|---|---|---|
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Television Ad | <input type="checkbox"/> Street Banners |
| <input type="checkbox"/> Flyers | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Billboard |
| <input type="checkbox"/> Neighborhood Posters | <input type="checkbox"/> Radio PSA | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Meeting or Formal Presentation | <input type="checkbox"/> Other: _____ |

5. What methods were used to evaluate the success of this project?

- Evaluation forms
- Audience size
- Critical reviews
- Post-activity assessment
- Other:

6. Did any elected officials attend your project? How were they notified of your project?

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

III. FINAL PROJECT BUDGET

Round numbers to the nearest dollar amount. Include expenditures using grant funds in the following categories listed A- N.

I. TOTAL PROJECT EXPENDITURES

- (A) Personnel – Administrative _____
- (B) Personnel – Artistic _____
- (C) Personnel – Technical _____
- (D) Outside Professional Services – Artistic _____
- (E) Outside Professional Services – Other _____
- (F) Utilities _____
- (G) Space Rental _____
- (H) Travel/Per Diems _____
- (I) Marketing (promotion, publicity, print) _____
- (J) Equipment Rental _____
- (K) Supplies and Materials _____
- (L) Postage/Shipping Costs _____
- (M) Insurance _____
- (N) Other: List Below _____
- _____
- _____
- _____

TOTAL PROJECT EXPENDITURES _____

TOTAL PROJECT REVENUE

- LCG-AC Project Grant _____
- Other Cash Support: List Below _____
- _____
- _____
- _____

TOTAL PROJECT REVENUE _____

TOTAL IN-KIND SUPPORT (Optional) _____

2. EXPLANATION OF EXPENDITURE DOCUMENTATION USING GRANT FUNDS (from A-N)

PLEASE NOTE: Include 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 below.

EXPENDITURE CATEGORY	DATE	PROVIDER DOCUMENT/PAYMENT DOCUMENTATION (check or credit card, plus invoices, contracts or receipts)	AMOUNT	PAYEE	AMOUNT PAID FROM GRANT (Round numbers to the nearest dollar amount.)

CHECKLIST

- Complete Final Report Form
- Grant Expenditure Documentation
- Additional evaluation reports, if available
- Samples of printed materials including proper credit and appropriate logos. Statements and logos are **required** on all printed promotional material associated with the project including, 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 of grant sponsored activities may be emailed to Gwen@AcadianaCenterfortheArts.org

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 art programs or services were completed in accordance with terms and conditions set forth in the grant agreement and the 2020-2021 LCG Arts and Culture External Agency Project Grant Guidelines.

Authorizing Official (President or Chair)

Signature _____

Type Name _____

Date _____

Project Director

Signature _____

Type Name _____

Date _____