Connecticut Office of the Arts

DECD
State of Connecticut
Department of Economic and Community Development

ARTS PROJECT SUPPORT FINAL REPORT – FY 2011

Deadline: February 28, 2012 (or within 60 days of project completion)

Please submit one completed copy of report to: Lu Rivera, Administrative Assistant, Connecticut Department of Economic and Community Development (DECD), Office of the Arts, One Constitution Plaza, 2nd Floor, Hartford, CT 06103

GRANTEE INFORMATION

Grant Number OSProj-_____ (Found on page one of contract) FY11 Grant Amount $_____

Title of Project _____

Organization Name _____ ☐ (Check box if address has recently changed)

Mailing Address _____

City/State/Zip_____ Telephone: _____

Contact Person_____ Email _____

SUMMARY INFORMATION

See *Final Report Instructions* **for clarification of questions and terms**

$_____ **Organization's** total cash operating income for its fiscal year ending 2010

$_____ **Organization's** total operating expenses for its fiscal year ending 2010

_____ Total number of **individuals** benefiting from project _____ Number of **artists** participating

_____ Total number of **children and youth** benefiting from project

CREDIT AND PUBLICITY

In the space below, explain how the Commission on Culture & Tourism (CCT) was credited with support of your organization. Attach sample printed items.

NARRATIVE REPORT

Answer the following questionsfor the FY11 funding period, on no fewer or more than **two** single-sided pages, making sure the number and question appear before each response. Please use a font size of 11 or 12 points.

1. Summarize the project for which you received funding. Include specific dates it occurred. Was it successful?
2. Did the project change in any way from the original proposal? (refer to grant application) If so, explain how and why.
3. What was the greatest challenge in conducting this project? How have/will you address the situation?
4. Describe the impact of state funding on the project. Which expenses, specifically, did you cover with state funds?

CERTIFICATION

The undersigned certifies that the information contained in this report and all its attachments are true and correct to the best of his or her knowledge and that all expenditures were incurred solely for the purpose of this grant.

Signature_____ Title _____

Printed Name _____ Date_____

FINANCIAL REPORT FOR FY2011 ARTS PROJECT SUPPORT GRANT

Important: See Instructions on next page. **Projected** figures should **match** those submitted on original grant application.

Grantee Organization Name: _____

	Projected	Actual
CONTRIBUTED INCOME Applied to Project		
Federal, State or Local Government Grants	$_____	$_____
Contributions from Individuals	$_____	$_____
Contributions from Private Foundations	$_____	$_____
Contributions from Businessess/Corporations	$_____	$_____
Applicant Cash/Other Contributed Income	$_____	$_____
Subtotal Contributed Income	$_____	$_____
EARNED INCOME Applied to Project		
Admissions/Ticket Sales	$_____	$_____
Programs and Services Revenue	$_____	$_____
Other Earned (see definition; specify below)		
_____	$_____	$_____
_____	$_____	$_____
_____	$_____	$_____
Subtotal Earned Income	$_____	$_____
CCT Project Grant Request/Amount	$_____	$_____
TOTAL CASH INCOME for Project	**$_____**	**$_____**
EXPENSES for Project		
Employee Salaries	$_____	$_____
Outside Professional Services (includes artist fees)	$_____	$_____
Supplies, Telephone, Postage & Shipping	$_____	$_____
Space Rental/Occupancy Costs	$_____	$_____
Marketing/Publicity/Advertising/Printing	$_____	$_____
Transportation & Travel	$_____	$_____
All Other Expenses (see definition; specify below)		
_____	$_____	$_____
_____	$_____	$_____
_____	$_____	$_____
TOTAL CASH EXPENSES for Project	**$_____**	**$_____**
Value of In-Kind Donations Applied to Project	$_____	$_____

Connecticut Office of the Arts

INSTRUCTIONS FOR COMPLETING FINAL REPORT

FY 2011 Arts Project Support

DECD
State of Connecticut
Department of Economic and
Community Development

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1) **Complete and sign page 1 of the form.** The Connecticut Office of the Arts accepts signed original copies only.
2) **Answer narrative questions** using any word-processing program.
3) Complete the one-page **Financial Report** using the PDF form.
4) **Attach** sample **printed item(s)** that credits the Commission on Culture & Tourism for support of the project.
5) **Submit** one *original* copy of the report 60 days after completion of project or no later than February 28, 2012.

The information below defines terms used in the report.

GRANTEE INFORMATION

Grant Number: This is a five-digit number found on the top section of your grant contract. It follows this format: 2011-OSProj - # # # # #. If you've misplaced the contract, it's okay to leave this blank... we'll fill it in.

Grant Amount: Also found on the grant contract. If you are unsure of the amount, contact Lu Rivera.

Address Change: Whenever there is an address change, an organization must formally notify the Connecticut Office of the Arts in writing, on letterhead, stating the old and new mailing address. Our fiscal office requires this proof; grant payments will be delayed until receipt of this document. **If your address has changed, include this letter.**

SUMMARY INFORMATION

Total Income/Expenses: Nonprofits report the organization's total cash operating income and expenses for their fiscal year ending in 2010. Colleges and universities should report income/expenses for the theatre, performing arts center, etc. if at all possible.

Individuals benefiting: Count the total number of individuals who were directly involved in the project as artists, non-artist project participants or audience members. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers and do not double-count repeat attendees. If actual figures or reliable estimates cannot be secured, leave blank. Grantees are not penalized for low numbers.

Artists participating: Count the total number of artists directly involved in providing art or artistic services for the project. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution.

Youth benefiting: The total number of children and youth (including people under 18 years old, students, participants and audience members) benefiting directly from the project. This figure should reflect a portion of the total number reported in the individuals benefiting field.

CREDIT AND PUBLICITY

Attach samples of at least 1 and no more than 3 **printed items** which acknowledges the Commission on Culture & Tourism for support of the project. **Note in the space provided**, other ways CCT may have been credited, e.g. through pre-performance announcements, web site, etc.

NARRATIVE REPORT

Answer the **four** questions on no fewer/no more than **two** single-sided pages, making sure the number and question appear before each response. Please use a font size of 11 or 12 points.

FINANCIAL REPORT

Figures should be reported for the project, which occurred sometime between **January 1, 2011 - December 31, 2011**. They verify that you have met the matching requirements as stated in the grant guidelines. The value of in-kind donations (reported on the last line) is not counted toward the cash match.

Refer to the application submitted in August, 2010 for projected income and expense figures. Note that the final report form **combines several budget categories** to simplify reporting. For example, administrative, artistic and technical employee salaries are reported together as one figure.

Embedded formulae in certain fields will automatically calculate totals.

BUDGET DEFINITIONS

Contributed Income

Federal, State or Local Government Grants The sum of grants received from federal government agencies (e.g. National Endowment for the Arts), grants from state agenices (do **not** include Project grant funds recieved from CCT here), and grants from local government agencies used for this project.

Contributions from Individuals Cash contributions used for this project.

Contributions from Private Foundations Cash support from private foundations used for the project. Include New England Foundation for the Arts (NEFA) funding here if applicable.

Contributions from Businesses/Corporations Cash support from businesses, corporations and corporate foundations used for the project. Include Greater Hartford Arts Council support here if applicable.

Applicant Cash/Other Income Funds from accumulated resources that were applied to the project. Colleges and universities should show income from parent organization here. Also include income derived from special events or fundraisers, and sources not cited above.

Earned Income

Admissions/Ticket Sales Income derived from the sale of admissions, tickets, subscriptions, etc.

Programs & Services Revenue Income derived from other programs or services the organization offers which was applied to the project.

Other Earned Income from sales of goods, concessions, parking, rentals; advertising space in programs, membership dues, registration fees, transfers from parent organization, etc. that were applied to the project.

Project Expenses

Salaries Employee salaries, wages and benefits for **administrative staff** (executive directors, finance, marketing, fundraising, human resources, etc.); **programming staff** (artistic directors, program managers, musicians, instructors, etc).; and **production staff** (technical directors; wardrobe, lighting and sound crew; stage managers; stagehands; video technicians, exhibit installers, etc.)

Project Expenses (continued)

Outside Professional Services Payments to individuals who are not employees of the organization (artistic directors, conductors, curators, composers, choreographers, designers, performers, artists, instructors, technicians, etc.)

Supplies, Telephone, Postage & Shipping Payments for **office** supplies, telephone usage, postage, trucking and shipping related to the project. Note: this category combines three that appeared in grant application.

Space Rental/Occupancy Costs Payments for rental of office, theater, performing venue, gallery or other such spaces. For buildings owned by the organization, you may include a modest portion of costs for maintenance, utilities, janitorial services and supplies as they relate to the project activities.

Marketing/Publicity/Advertising/Printing Payments for marketing materials (include printing costs for promotional items), advertising, etc.

Transportation & Travel Payments for airfare, mileage, car rental, lodging and meals for visiting artists. Also includes transportation costs (e.g., busing) for participants to attend programs.

All Other Expenses Includes programming supplies and equipment, production materials, royalties, raw materials, and other items related to carrying out the project.

In-Kind Donations Report the dollar value of non-cash contributions (goods and services) donated in support of the project. These should be calculated at verifiable fair-market value.