



Final Report Instructions

FY08 LOCAL ARTS AGENCY PROGRAM

FORMS AND FILING INSTRUCTIONS

How to use CCT Adobe Reader Enabled Forms

Even if you have digitally completed a PDF form for a prior CCT Grant, PLEASE READ THESE INSTRUCTIONS AS NEW FEATURES HAVE BEEN ADDED.

New Adobe Reader Enabled forms will allow the user to save typed information. This will allow you to work on forms over several sessions and have an electronic copy of the final application or form for your records.

NOTE: If you do not have Adobe Reader, or if you have a version older than Adobe Reader 5.0, please visit [Adobe's website](#) for the free software download, otherwise you WILL NOT be able to use the Reader Enabled forms.

1. If you have an updated version of Adobe Reader, when you click on a form link from CCT's website, the chosen form will launch Reader automatically and appear on your screen. From the top toolbar menu, choose **File**. Scroll down and select **Save As**. This will open a dialogue box asking you choose a place on your computer to save this file. Choose a place that you will remember later. Once you have selected the desired location, click the **Save** button.
- 1A. If you DO NOT have an updated version of Adobe Reader, you may be asked to **Save or Open** the file when you click on the form link from CCT's website. Save the file in a location you will remember later, and visit [Adobe's website](#) to download an updated version of the software before continuing.
2. Launch Adobe Reader from either your desktop (if you have an icon) or the Start Menu (for PC's). Select **File** from the top toolbar and then choose **Open**. A dialogue box will appear in which you can browse your computer to find where you saved the CCT form.
3. Carefully read over any guidelines or instructions which may be included with the CCT form. Each program is different and may require different information.
4. In the upper right corner of the Adobe form window, note the button labeled **Highlight Fields**. This button will shade all fields in the form which you will need to complete. All applicable fields are required to be filled in accurately for your application to be considered complete. Incomplete applications will not be reviewed. **Note:** Signature Fields will NOT be highlighted, as ORIGINAL signatures are required. You cannot digitally sign any CCT Form.
5. While you cannot bold, italic, bullet, or otherwise apply Rich Text Formatting to information you type into the PDF form, you have the ability to **Copy/Paste** previously written narrative that may include Rich Text. You can only Copy/Paste Rich Text into the form's narrative sections, as applicable. Formatting from Microsoft Word or other word processing software will be kept in tact.

6. Reader Enabled Forms allow you to save a digital copy of the document with your digitally typed information intact. When you have completed the form, choose File from the top toolbar, and select **Save a Copy**. You can now revisit the document later to complete or revise your submission, print more copies, or simply archive the forms.
7. When you are ready to submit the form to CCT, print out a copy and be sure to sign any Signature Fields on the form. You must sign applications with black, or preferably, blue pen. **APPLICATIONS ARE REQUIRED TO HAVE ORIGINAL SIGNATURES TO BE CONSIDERED COMPLETE.** Incomplete applications will not be reviewed. You can now mail or hand deliver your form to CCT. **ELECTRONIC OR FAX SUBMISSIONS WILL NOT BE ACCEPTED.**

Troubleshooting and FAQ's:

- The most common problems with fill-in forms occur because of inadequate user software. Visit [Adobe's website](#) to download the most recent version of the Adobe Reader software before contacting CCT staff or Adobe Help Desk. If the problem persists, contact the appropriate person for assistance.
- Program managers are available to answer questions concerning program applications and forms. Please be sure you have read all instructions and guidelines associated with the application or form before you call. If you still need assistance, program manager's contact information can be found on the Program Guidelines or on the CCT website.
- If you have a problem downloading software, launching Adobe Reader, opening, filling out, or saving forms, it is likely a software problem. Contact Adobe for assistance with the software.

Submission of Forms: Submit only printed versions of narrative and financial forms (hard copies). Do not submit forms electronically (original signatures are required).

Final Report Data & Narrative: Two page document (requires attachments) can be completed electronically (read ADOBE information above) except for the signature section. All instructions are printed on the form with additional information listed below.

Financial Report / Income & Expense Budgets: Separate two page MS Excel attachment (with embedded formulae) can be completed electronically. All instructions are printed on the form with additional information listed below.

DEFINITIONS & GENERAL INFORMATION

GRANTEE INFORMATION

Grant Number: This number, beginning with "FY08," is found on the top section of your contract.

GRANTEE DIVERSITY DATA

Grantees should code themselves based on the predominant group which composes their staff or board or membership (**NOT** audience). Choose the one code that best represents 50% or more of your organization's staff or board or membership.

NATIONAL STANDARD DATA

The National Standards for Arts Information Exchange is a tool used by public arts agencies to organize and report information about constituents and grantmaking activities. The National Endowment for the Arts (NEA) uses the National Standard and requires state and regional agencies to follow these guidelines for their reporting. This data will not be used for discriminatory purposes and will not be considered in the evaluation of grant applications. **Please refer to the last page of these instructions for the codes needed to complete the information explained below.**

Grantee Legal Status: Use the codes to describe the legal status of your organization. Select one.

Grantee Type of Institution: Use the codes to describe the type of organization that has received the funds. Select the one code that best describes your institution.

Grantee Primary Discipline: Select the primary numeric code that best describes the main activity or activities of the grantee generally, not solely the activity or activities specifically funded by this grant. Use of the supplemental letters (for example: 01 "A") is encouraged but is optional.

Grant Project / Activity Discipline: Select the primary numeric code that best describes the main activity(ies) of the project. Using supplemental letters (e.g.: 01 "A") is encouraged but is optional.

PROJECT DIVERSITY INFORMATION

If the majority of the grant activities primarily served or represented the cultural traditions of one particular group, or services were delivered to a designated population listed in this section, select the appropriate choice. If the grant or activity was not designed to serve, represent, or to reach any one particular group, choose No Single Group.

SUMMARY INFORMATION

Total Audience / Individuals Benefiting: Count the total number of individuals who were directly involved in the funded activity as artists, staff, non-artist project participants and audience members during the grant funding period. Include actual audience numbers based on paid/free admissions, seats filled, etc. Avoid inflated numbers and do not double-count repeat attendees. Organizations are not penalized for low numbers.

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

Children & Youth participating: Count the total number of children and youth (students, participants, and audience members under 18 years of age) who have directly benefitted from the funded activities. This figure should reflect a portion of the total number reported in the Individuals Benefitting field.

CREDIT & PUBLICITY

Please refer to the booklet sent with your grant award letter. You may download the form from the CCT website at: http://www.cultureandtourism.org/cct/lib/cct/arts/cct_credit_and_publicity_kit.pdf

NARRATIVE REPORT

In answering Question #3, **Underserved groups** may include youth-at-risk, specific cultural traditions or designated groups, senior citizens, physically challenged individuals, etc.

FINANCIAL SUMMARY

Figures should be reported for the funding period **July 1, 2007 – June 30, 2008** which may or may not conform to your organization's fiscal year.

In-kind contributions are goods and services that are donated to the organization by individuals or organizations. The dollar value of non-cash donations should be calculated at their verifiable fair-market value.

CERTIFICATION

The final report must be signed by an Authorized Official of the organization, e.g. executive director, board president or other program official.

FINAL REPORT INCOME & EXPENSE BUDGETS

The Financial Report document (Pages 2A & 2B) are a separate MS Excel attachment. Numbers preceding the following definitions correspond to the numbered lines on the form. Do not confuse the numbering below with the Excel spreadsheet numbering system on the electronic form.

CONTRIBUTED INCOME (Page 2A)

1. **Government:**

- a. **Federal:** Cash support derived from grants or appropriations by agencies of the federal government (e.g. National Endowment for the Arts).
- b. **State:** Cash support derived from grants or appropriations from agencies of the state (includes Directed Local Fund amounts).
- c. **Regional:** Cash support derived from multi-state consortia of state agencies (e.g. New England Foundation for the Arts) applied to the project.
- d. **Municipal:** Cash support derived from grants or other appropriations by city, county, in-state regional and other local government agencies.

2. **Individual:** Cash support from contributions by individuals.

3. **Foundation:** Cash support derived from donations by private foundations.

4. **Corporate:** Cash support derived from contributions by businesses, corporations and corporate foundations.

5. **Special Events:** Cash support derived from special events or fundraisers.

6. **Endowment Transfer:** Funds transferred from an organization's endowment during the grant period.

7. Subtotal (Contributed Income)

EARNED INCOME (Page 2A)

8. Program Income

- a. **Admissions:** Income derived from the sale of admissions, tickets, publications, subscriptions, etc.
- b. **Classes/Workshops:** Income derived from classes, workshops, seminars, etc.
- c. **School Programs/Tours:** Income derived from contracts with public and/or private schools for on- and/or off-site programming such as school group events, in-school residencies and other school-based programming.

9. **Membership Dues:** Income derived from dues or fees paid by members.

10. **Contracted Services:** Income derived from fees earned through contracts for specific services outside of core organizational programming.

11. **Other:** List other income such as catalog and gift shop sales, concessions, parking, investments, rental, transfers from parent organization, etc. Describe/categorize other earned income by typing on the lines provided.

12. Subtotal (Earned Income)

Total Cash Income: Total of contributed and earned income (lines 7 and 12)

EXPENSES (Page 2B)

1. Salaries

- a. **Administrative:** Employee salaries, wages and benefits for administrative staff. Include executive directors, finance, marketing, fundraising, human resources, etc.
- b. **Programmatic:** Employee salaries, wages and benefits for programming staff. Include artistic directors, program managers, curators, choreographers, composers, musicians, etc.
- c. **Technical:** Employee salaries, wages and benefits for technical management and staff. Include technical directors; wardrobe, lighting and sound crew; stage managers; stagehands; video technicians, exhibit installers, etc.
- d. **Other:** List salaries and wages for any other staff not included above. Describe/categorize other salaries by typing on the lines provided.

2. Subtotal Salaries

3. Professional Services

- a. **Programmatic & Technical:** Cash payments to individuals that are not employees. This may include artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, literary/visual/performing artists, stage managers, exhibit installers, etc.
- b. **Instructors:** Cash payments to individual teachers who are not organization employees.
- c. **Legal/Accounting/Admin:** Payments to firms or persons who provide legal, accounting, or other administrative expertise on contract.
- d. **Other:** List cash payment for any other contracted services not included above. Describe/categorize other services by typing on the lines provided.

4. Subtotal Professional Services

5. **Supplies**

- a. **Administrative:** Cash payments for office supplies and other non-program supply expenses.
- b. **Program:** Cash payments for production materials, tents, royalties, raw materials and any other program-related items.

6. **Telephone:** Cash payments for telephone usage.

7. **Postage & Shipping:** Cash payments for postage, trucking, shipping, hauling, etc.

8. **Occupancy:** Payments for office, theater, hall, gallery or other spaces, as well as costs for maintenance, security, property insurance, utilities, janitorial services and related supplies. Do not include capital expenses.

9. **Marketing/Publicity/Advertising:** Cash payments for marketing materials, ad space, etc.

10. **Outside Printing/Publication:** Payments for all outside printing and publications.

11. **Travel:** Airfare, mileage, car rental, lodging, and meals.

12. **Other:** List other expenses that do not fit the above categories. Describe/categorize other costs by typing on the lines provided.

13. Subtotal lines 5 - 12.

Total Cash Expenses: Total of all cash expenses (lines 2, 4, and 13)

NATIONAL STANDARDS CODES

Please use the National Standard Codes on the following page to complete your Final Report information.

SUBMISSION

Organize your Final Report submission as follows:

- 📄 **Final Report** (two page PDF form)
- 📄 **Narrative Section** (attachment - maximum two pages)
- 📄 **Financial Report Income & Expense budgets** (two page MS Excel form)
- 📄 **Attachments** (printed items confirming CCT acknowledgment, legislative letters)

Please mail your Final Report package to:

Attention: John Cusano
Connecticut Commission on Culture & Tourism
One Constitution Plaza
Second Floor
Hartford, CT 06103

NATIONAL STANDARDS CODES

Legal Status

Which category best describes your organization's legal status?

- 02 Organization - Nonprofit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - City/Town/School
- 09 Government - Tribal
- 99 None of the Above

Type of Institution

- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group for Youth
- 07 Performance Facility/Presenter
- 08 Museum - Art
- 09 Museum – Other (science)
- 10 Gallery/Exhibition Space
- 14 Fair/Festival
- 15 Arts Center-multi purpose arts programming
- 16 Arts Council/Agency-primary purpose arts
- 17 Arts Service Org - promote arts (VLA/ NASAA)
- 18 Union/Pro. Assoc artist coalitions, guilds, societies
- 19 School District-Regional Schools
- 20 School - Parent-Teacher Association
- 21 School - Elementary
- 22 School - Middle
- 23 School - High School/Secondary
- 24 School - Vocational/Technical
- 25 School - Other/ballet/guitar lessons
- 26 College/University
- 27 Library
- 28 Historical Society/Commission
- 29 Humanities Council
- 30 Foundation
- 32 Community Service Org – Non-arts/”Y”/Rotary/Elks
- 33 Correctional Institution-prison/reformatory
- 34 Health Care Facility-nursing home/clinic/hospital
- 35 Religious Organization
- 36 Senior Center-elderly care/services over 65
- 37 Parks and Recreation
- 47 Cultural Series Organization
- 48 School of the Arts - arts ed. primary mission (magnet)

- 49 Arts Camp/Institute-depth exp ltd time/music camp
- 50 Social Service Org - social issues
- 99 None of the Above

Discipline

Select the discipline that describes the primary area of work as applies to the applicant and or project.

- 01 DANCE
- 01A Dance-Ballet
- 01B Dance-Ethnic/Jazz
- 01C Dance-Modern- (Multi-disciplinary)
- Use 12A Dance-Traditional/Heritage Arts
- 02 MUSIC
- 02A Music-Band – not Jazz/Pop
- 02B Music-Chamber (1 musician to a part)
- 02C Music-Choral group
- 02D Music-New (experimental/electronic/contemporary)
- 02E Music-Ethnic/Folk
- 02F Music-Jazz
- 02G Music-Popular/Rock
- 02H Music-Solo/Recital
- 02I Music-Orchestral//classical
- Use 12B Music-Traditional/Heritage Arts
- 03 Opera/Musical Theatre (general)
- 03A OPERA
- 03B Musical Theatre
- 04 THEATER
- 04A Theatre/General
- 04B Theatre-Mime performer
- 04D Theatre-Puppet performance
- 04E Theatre for young audiences
- Use 12D Traditional Storyteller
- 05 VISUAL ARTS (traditional arts 12C)
- 06 DESIGN ARTS
- 08 PHOTOGRAPHY include Holography
- 10 LITERATURE
- 10A Literature-Fiction
- 10B Literature-Non-Fiction
- 10C Literature-Playwriting
- 10D Literature-Poetry
- FOLK LIFE
- 12A Folk/Traditional Dance
- 12B Folk/Traditional Music
- 12C Folk/Traditional Crafts & Visual Arts
- 12D Folk/Oral Traditions traditional storytelling)
- 14 Multi-disciplinary-two or more arts disciplines