

## FINAL REPORT INSTRUCTIONS

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**Final Report instructions** for the following COA programs:

- Connecticut State Troubadour
- Connecticut State Poet Laureate
- Elizabeth L. Mahaffey Arts Administration Fellowship
- Artist Fellowship Program

Grantees must complete the final report using COA's on-line e-granting portal accessible at <https://coa.fluidreview.com/>. Grantees must create an account, or if an account already exists then sign in using your email and password.

***If you are a returning user:*** Log in. Select "View My Submissions". Scroll down and click "Create New Submission". Select "**Final Report: For Individuals**" from the drop-down menu. Enter name of grantee. Click "Get Started".

***If you are a new user:*** Create account by clicking "Sign up". Complete registration page. When on the registration page, be sure to select the category "**Final Report: For Individuals**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission."

The outline below contains the information requested within the final report.

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1. Indicate the COA grant program you are submitting a final report for and be sure to complete your report based on your funding period.
2. Grant Number (found on Page 1 of grant contract)
3. Grant Award Received
4. Name of Grantee
5. Contact Information
  - Mailing Address
  - City
  - State
  - Zip Code
  - Telephone (primary)

- Telephone (secondary – optional)
- Email
- Website, if available

5. Has any of the contact information provided changed?

6. Narrative:

**Artist Fellowship Recipients:** In what way did you benefit from receiving this award and how were the funds used? Place address personal gains as well as career accomplishments.

**Connecticut State Troubadour:** Describe the public performances you gave throughout your time as State Troubadour. What three (3) events did you perform at the request of COA? How did you promote the State of Connecticut in song?

**Elizabeth L. Mahaffey Arts Administration Fellowship:** Describe how you used this grant for professional development activities. How did this enhance your career achievement goals? Did this impact your organization? If so, how?

**Connecticut Poet Laureate:** How did you advocate for poetry and promote the appreciation of and participation in poetry and literary arts activities among Connecticut citizens?

8. Financial summary/INCOME

- DECD/COA grant amount
- Applicant cash, if applicable
- Total Cash Income

9. Budget/EXPENSES

- Artistic Compensation (self)
- Administration Fees
- Outside Professional Services
- Artists Fees for Performances
- Technical / Production
- Supplies
- Travel
- Printing / Publicity
- Facility / Equipment Rental
- Registration, conference or workshop fees
- Postage and telephone
- Other (specify amount here and identify below)
- Total Cash Expenses

10. Credit and Publicity: Explain how DECD/COA was credited for its support.
11. Optional – in addition, applicants may upload supporting documents such as images, videos or audio files.
12. Certification: I certify that the amounts entered here are correct, that they appear in my personal files and that these records (which will be maintained for a period of not less than 3 years) are available for audit by the State and/or Federal Government.