

# ARTS & COMMUNITY IMPACT (ACI) GRANT PROGRAM FINAL REPORT INSTRUCTIONS

---

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: Arts & Community Impact**" 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: Arts & Community Impact**" 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.

Grantees must also complete a final report budget (MS Excel spreadsheet), which is provided in the on-line final report. You will be asked to upload this document during the process.

---

## Section 1: General Information

- a. Name of Grantee as listed on your grant contract
- b. Grant Number (found on Page 1 of your grant contract)
- c. Grant Amount Received
- d. Final Project Start & End Dates
- e. Update Grantee Contact Information

## Section 2: Project Information

### Estimate the Total Audience / Individuals Benefiting from the Project:

- # ages 65 years and over –
- # ages 36 – 64 –
- # ages 18 – 35 –
- # of children and youth:
- Overall Total:

**Connecticut Artist(s) Information**

- a. Identify the CT artist(s) that was/were engaged in your project. For each artist, provide name and address.
- b. In which aspects of your project was/were the artist(s) involved:  
 planning    implementation    assessment
- c. Enter the total number of artists (CT artists and non-CT artists) that were directly involved in providing art or arts services.
- d. Enter the total number of CT artists that received financial compensation from your project for their services.
- e. Enter the total amount of ACI grant funds that were expended to compensate CT artists

**Describe your ACI project by selecting from the boxes below (check all that apply to best describe your project):**

- Admissions Fee Charged
- Free Admission
- Open to the General Public
- Restricted to a particular Population
- Age-specific
- Inter-generational
- Culturally specific
- Multi-Cultural
- Visual Arts
- Performing Arts
- Literary Arts
- Multi-disciplinary
- Therapeutic Arts
- Traditional Artists
- Community Development
- Business / Economic Activity
- Heritage / Historical
- Human Development
- Educational (in the classroom)
- Educational (in the community)
- One-time Event or Project
- Open to the General Public
- Sustainable
- Rural Location(s)
- Suburban Location(s)
- Urban Location(s)
- Outdoor
- Indoor

**Accessibility:**

It is important that Arts & Community Impact projects be accessible to all. Explain how you made your funded activities equitably accessible to those with varying abilities.

**Section 3: Community Relationships**

a. Provide the following information regarding the community that participated in your REGI project. Complete sections for all that apply:

<b>Community Description:</b>	<b>Served:</b>	<b>New Relationship</b>	<b>Sustained Relationship</b>
General Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Service Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care Provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College or University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Arts Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community or Youth Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Downtown District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Identify "Other:"

**Section 4: Project Relationships**

Based on experience gained during the course of your project, rate all project stakeholders' performance in the following categories.

1. How effectively did stakeholders understand their specific project role(s) and responsibilities?
2. How effective were the communications between the parties throughout the project?
3. How effective was the general distribution of project responsibilities?
4. Was useful knowledge effectively gained that will support subsequent cross-sector relationship(s)?
5. How effectively were the arts positioned in a leadership role for this project?
6. Use the narrative box to expand on your answers to questions 1-5 above.

**Section 5: Understand Context**

Based on experience gained during the course of your project, rate all project stakeholders' performance in the following categories.

1. How effective were the project stakeholders in co-interpreting and understanding the identified community needs, interests or opportunities?
2. Did the stakeholders effectively carry out sufficient collaborative research and planning that resulted in valuable learning, strengthened relationships and a greater understanding between the groups?
3. Use the narrative box to expand on your answers to questions 1-2 above.

### **Section 6: Developing Feedback Loops for Learning**

Based on experience gained during the course of your project, rate all project stakeholders' performance in the following categories.

1. How effective were the stakeholders in monitoring the project's progress in order to formulate ongoing decisions with insightful and relevant information?
2. How effective were stakeholders' original selections of Project Feedback to monitor and what Information and Data to collect, measure and interpret?
3. Were your Intended Outcomes clear and reasonably achievable?
4. How effective was the project at supporting learning for the stakeholders involved?
5. Use the narrative box to expand on your answers to questions 1-4 above.

### **Section 7: Project Implementation**

Based on experience gained during the course of your project, rate all project stakeholders' performance in the following categories.

1. How effective were stakeholders' planned strategies to reach your Intended Outcomes?
2. To what extent was the artistic merit suitable for the context encountered during the project?
3. How well considered and effective were your original financial projections?
4. Use the narrative box below to expand on your answers to questions 1-3 above.

### **Section 8: Goals, Outcomes, Feedback & Data**

For each Broad Community Impact Goal (up to four (4)) originally identified and submitted in your grant application, report on the information requested.

- a. Describe the Intended Outcome(s) that was/were identified in your original application.
- b. Describe the specific Project Feedback that was identified in your original application.
- c. Describe the Information & Data that was actually collected, measured and interpreted to gauge progress and corroborate learning.
- d. Provide any specific examples of how monitoring and co-interpreting emerging project feedback led to any adjustments, changes or reorganization of your project activities, strategies, and/or collection and interpretation of Information & Data? Were there any surprises, whether positive, negative or otherwise?

**Section 9: Advancing Grantees' Skillfulness at Designing & Implementing Community-Based Projects**

Identify any types of professional development support (workshops, mentorships, web-based support, or other resources) that could benefit you or your organization to help increase your capacity to better understand and implement such arts-based community projects, inclusive of relevant evaluation practices, equitable access, developing and maintaining relationships, and so forth.

**Section 10: Credit & Publicity**

In the space provided below, please describe how DECD / COA was credited for their support of your ACI project. Upload any copies or references to published support showing credit for the support.

**Section 11: Budget Narrative**

1. Upload your completed FY2016 ACI Project Final Report Income & Expense Budget.
2. If you applied in-kind contributions toward your required match as specified on your grant contract, upload your completed FY2016 ACI Final Report In-kind Budget.
3. Clarify any budget entries and/or changes to your originally submitted application's Project Budget that are greater than +/-20% to the project's actual/ending income and expenses.