

FINAL REPORT INSTRUCTIONS

Final Report instructions for the following COA programs:

- FY2013 ACP-2
- FY2013 ACP-3 Planning
- FY2013 ACP-3 Implementation
- FY2014 Arts Leadership

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 Catalyze Placemaking**" 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 Catalyze Placemaking**" 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, provided).

1. Indicate the COA grant program for which you are submitting a final report. Each final report requires a final accounting based on the funding period of the award.
2. Grant Number (found of Page 1 of grant contract)
3. Grant Amount Received
4. Name of Grantee
5. Project Start and End Date

6. Contact Information

- Contact Person
- Title
- Telephone
- Email
- Mailing Address
- City, State, Zip
- Website, if available

7. Audience Data / Individuals Benefiting: Count or estimate the number of individuals who were directly involved in the project as staff, non-artist participants or audience members. Provide best approximation of numbers to all that apply. Leave blank if numbers are unknown.

- Number of individuals ages 65 years and over
- Number of individuals ages 36-64
- Number of individuals ages 18-35
- Number of children and youths
- Overall total of individuals benefiting

8. Artists:

- Identify the Connecticut artist(s) who was/were engaged in the planning and implementation. Provide name and address for each artist.
- Enter the total number of artists directly involved in providing art or artistic services.
- Enter the total number of artists who received financial compensation for their services.
- Enter amount of COA/ACP award expended to compensate artist(s).

9. Describe your project by selecting applicable checkboxes provided in the final report.

10. Accessibility: Describe how you made your funded activities accessible to those with disabilities.

11. Categorize the community served by selecting applicable checkboxes.

12. Using a six (6) point scale, rate "How did this creative placemaking project benefit you and/or your organization.

13. Using a four (4) point scale, rate "how effective the following statements would be in ensuring a successful partnership in the future".

14. Grantees must report on a minimum of one (1) major activity and up to a maximum of three (3) major activities as identified in the application.

- Identify a proposed major activity from the application
- Did this activity change during the course of the project?
- Indicate the COA Goal with which your activity was aligned.
- Select the Priority Outcome associated with the COA Goal identified.
- Identify the Proposed Indicators of Success identified in the application.

- Enter the Outcomes Measures collected for the activity.

15. Identify any types of professional support that would benefit you or your organization in increasing your capacity to better understand and implement evaluation practices relevant to your projects and programs?

16. Credit and Publicity: Explain how DECD/COA was credited for its support.

17. Budget Narrative: Clarify budget entries and/or any changes greater than +/- 20% to the project's actual income and expenses as compared to the proposed budget submitted with your original application.

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