

FINAL REPORT INSTRUCTIONS

Final Report instructions for the following COA programs:

- Supporting Arts in Place (SAP)
- Directed Local Funds
- Designated Regional Service Organizations
- Cultural Heritage Arts 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: COA**" 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: COA**" 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.

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 of Page 1 of grant contract)
3. Name of Grantee
4. Grant Award Received
5. Grant Amount Spent by end date of contract.
6. Contact Information

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

7. Audience Data / Individuals Benefiting: Count the number of individuals who were directly involved in and/or benefited from your organization's funded activities and/or programs. Provide approximate numbers to all that apply. Leave blank if numbers are unknown.

8. Narrative: How has this funding assisted your organization in meeting your strategic goals for the funding period?

9. Credit and Publicity: Explain how DECD/COA was credited for its support. Grantees may upload supporting documents such as images, videos or audio samples.

10. Financial Summary: Describe your organization's financials for the period of time that coincided with the grant period.

- Did the organization have an annual operating surplus?
- Did the organization have an annual operating deficit?
- Does the organization have an endowment?
- Has the organization drawn from the endowment?
- Does the organization have long-term savings?
- Has the organization drawn from its long-term savings?

11. Budget Narrative: Clarify budget entries or any financial questions that may arise.

12. 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.