

CAC 2008 Project Support (PS) Final Grant Report Instructions

This report must be submitted online through CAC's online grant application system at <http://cac.cgweb.org>. Printed reports other than the PDF generated from the online application system will not be accepted. CAC must receive the final report in order to disburse the balance of funds from the PS grant.

Deadline: No later than 60 days after completion of project (and no later than August 31, 2009).

Submission instructions:

1. Submit report electronically – you will receive an email indicating that CAC has received your report.
2. Submit one print copy of the PDF of the report with original signature page along with one set supplementary materials to the CAC office:

Cuyahoga Arts and Culture
1501 Euclid Ave., Suite 407
Cleveland, OH 44115

Final Report Outline

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| Section I | Narrative Questions |
| Sec. II | Project Income |
| Sec. III | Project Expenses |
| Sec. IV | Budget Narrative |
| Sec. V | In-Kind |
| Sec. VI | Project Activity |
| Sec. VII | Participation Information |
| Sec. VIII | Statement of Assurances Signature Page |

To Begin Electronic Report:

Log-in to <http://cac.cgweb.org> using the same User Name & Password as established for the online application. If you don't remember your log-in information contact CAC staff.

Click on Tab "Current Programs and Applications" (located in Navigation Bar on left hand side of screen)

Click on "Final Report PS08#####" (your report # is unique to you) to begin report.

Section I. Narrative Questions

Your answers to the narrative questions should correlate to the project as outlined in your 2008 Project Support application (character limits for each question include spaces, punctuation, etc). For technical assistance for the online report see the “Tech Tips” page on the Online Report web page (<http://cac.cgweb.org/techtips.php#copy>).

Questions:

1. Briefly summarize the project (i.e. what activities were carried out, for whom, and with what results?) (Maximum 1500 characters)
2. What activities did the grant support and what did the project accomplish?(Max. 1500 characters)
3. Were you able to carry out the approved project activities? If not, please explain.(Maximum 1000 characters)
4. Who were the key artists employed/used/key artist partners and partnering organizations? and what was the nature of their involvement? (Maximum 1500 characters)
5. Beyond the project's direct accomplishments, what was the impact on-or benefit to- your organization, your discipline/field, and/or community? (Maximum 1500 characters)
6. What outcomes (as described in your original application) were achieved? What indicators were used to measure outcome achievement?(Maximum 1000 characters)
7. How did you make the public aware of CAC's support? Submit evidentiary materials. (Maximum 1000 characters)
8. List support materials being submitted to support narrative answers. (Maximum 500 characters)

Support Materials: Submit 1 set of select materials that best demonstrate the project funded by CAC. CAC staff will review this information in order to determine if the objectives and methods outlined in the original project proposal have been fulfilled, and if the CAC credit and publicity requirements were followed. Examples of support materials include critical reviews, exhibition catalogs, brochures/programs, other promotional materials, season schedules, literary publications. Also attach samples of educational materials, including but not limited to curriculum development, assessments, study guides, evaluations from students, professional materials, DVD, photographs and/or footage of the project.

Tip: Limit support materials to no more than 5 examples....Keep the support materials to a minimum. For example, if grant funds were used for an entire season of concerts, there is no need to send each concert program. A single (sample) program accompanied by a season schedule will demonstrate the scope of the activities and the sponsorship statement.

Section II Project Income

Enter budgeted project income from your grant application in column 1 and actual income for the project in column 2.

Section III Project Expenses

Enter budgeted project expenses from your grant application in column 1 and actual expenses for the project, in column 2.

Section IV In-Kind

When completing this Section, keep in mind that this data is a subset of information reported in Sections II and III (income and expense) of the Final Grant Report. All in-kind entered below should be reflected in the appropriate area of both the income and expense report sections.

In-kind gifts of services, goods, materials, or other types of tangible donations designated for the Project must be verified with:

-- a signed and dated transmittal letter from the donor including a description of the objects, materials, or services provided and their value.

-- the total number of hours contributed and an explanation of the value of the labor computed on an hourly basis.

In-kind Services: List the name of the donor, the services provided and the valuation method (e.g. Jane Doe, marketing services, 20 hours @ \$15 per hour). Enter the total value of the donation in the right-hand column.

In-kind Goods: List the Donor and describe the goods donated (e.g. XYZ catering provided food for opening night of program). Enter the total value of the donation in the right-hand column.

In-kind Facilities: List the Donor and the name of the donated facilities (e.g. ABC Theatre, ABC auditorium). Enter the total value of the donation in the right-hand column.

All in-kind donations should be documented in your expense files with a letter from the Donor stating the services, goods or facilities donated to your project. **A copy of each letter must be submitted to CAC with this final report.**

IRS guidelines on the recognition of in-kind donations are as follows:

Contributions of services shall be recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Services requiring specialized skills are provided by accountants, architects, carpenters, doctors, electricians, lawyers, nurses, plumbers, teachers, and other professionals and craftsmen. Contributed services and promises to give services that do not meet the above criteria shall not be recognized.

Section V Budget Narrative

This section will ask for explanations related to variations in budget totals or line items.

Section VI. Project Activity

This section is a documentation of The Project such as number of artworks created, number of concerts, performances, readings, lectures and any other activity supported by the CAC's funds.

Section VII Participation Information

This section asks you to document the total number of individuals directly benefiting from the project, including artists and children.

Section VIII Statement of Assurances/Signature Page

When you print the PDF of the Final Report, submit this page with original signatures of two different authorizing officials: Chairman, President or Board member and, authorized Staff member.