

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

Section I	Narrative Questions
Section II	Project Income
Section III	Project Expenses
Section IV	Budget Narrative
Section V	In-Kind
Section VI	Project Activity
Section 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 were the direct accomplishments of the project? (Max. 1500 characters)
3. Who were the key artists and partnering organizations, and what was the nature of their involvement? (Use this space to detail the figures provided in "Section 6. Project Activity" of this report) (Maximum 1500 characters)
4. Beyond the project's direct accomplishments, what was the impact on/ or benefit to:
 - a. your organization
 - b. your discipline/field and
 - c. community? (Maximum 1500 characters)
5. What survey/evaluation tools were utilized to record project activity and outcomes? Include examples with supplementary materials. (Maximum 1000 characters;)
6. Detail how you marketed the project to the public. Provide relevant examples of marketing materials with supplementary materials (see Question 7). Detail how you complied with the Credit and Publicity requirement of CAC's grant agreement and provide examples with the supplementary materials (see Q. 7).
7. List supplementary materials being submitted to support narrative answers. (Maximum 500 characters)

Supplementary 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 supplementary 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 supplementary materials to no more than 5 examples. 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 actual project income from your grant application in column 1 and budgeted income for the project in column 2.

Section III Project Expenses

Enter actual project expenses from your grant application in column 1 and budgeted 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 details regarding line items in the expense/income budget pages and how CAC funds were used specifically.

Questions include:

1. If any line item of the project income varied by +/-15% from the project budget you provided to CAC, please explain the variation.
2. If any line item of the project expense varied by +/-15% from the project budget you provided to CAC, please explain the variation.
3. Detail how CAC funds were spent for this project. You may provide a separate accounting of CAC funds generated from your organization's accounting software, or you may itemize the use of CAC funds using the space provided below.

Section VI. Project Activity

This section asks you to record in numerical format all project activity. Documentation for how you arrived at these figures should be included in your supplementary materials. For example, if the number of adults who attended your program, is 400, briefly explain your methodology for keeping count of these adults. (Refer to Question 5 of the narrative.)

Section VII. 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.