
Final reports are due WITHIN 30 days after the ending date on the Grant Agreement. NOTE: This is a standard form. Some lines may not be applicable.

This report must show completely and accurately how the program actually occurred. This information is necessary to accomplish the statutory purposes outlined under Chapter 20 ILCS 3915. **Disclosure of information is required. Failure to provide requested information will result in this form not being processed.**

Final Reports for Arts and Foreign Language Planning grants are filed electronically using the Salesforce system. Please refer to the AFL instructions on the Final Report Materials page: <https://arts.illinois.gov/Final-Report-Materials>

If you have questions regarding the filing of the final report, please contact Sandra Velazquez, Accountant Supervisor at 312/814-4993 or Sandra.Velazquez@illinois.gov.

District name and number (Grantee Organization)

Grant Number

Final Report Summary

- \$ _____ GRA (IACA Grant Amount Awarded)
- \$ _____ EXP (Total Cash Expenses)
- \$ _____ INK (Total In-Kind Contributions)
- \$ _____ SPE (IACA Grant Amount Spent)
- \$ _____ INC (Total Cash Income)
- _____ IND (Individuals Benefiting from Project)
- _____ YTH (Children Benefiting from Project)
- _____ ART (Artists Participating in Project)
- _____ VOL (Volunteers Participating in Project)

Show **Income** and **Expenses** related to the funded planning project.

1. IACA Grant Amount Awarded \$_____ GRA

Income

2. Federal Support \$_____

3. State / Regional Support (do not include this IACA grant) \$_____

4. Local / Municipal / County Support \$_____

5. Corporate Contributions / Support \$_____

6. Foundation Contributions / Support \$_____

7. Individual Contributions / Support \$_____

8. Other Revenue \$_____

9. District Cash Contributions \$_____

10. IACA Grant Amount Spent \$_____ SPE

11. Total Cash Income (sum 2 – 10) \$_____ INC

Expenses

Cash Expenses

In-Kind Contributions

Improvement of Instruction Services (function #2210)

12. Salaries (Object 100) \$_____ \$_____

13. Employee Benefits (Object 200) \$_____ \$_____

14. Purchased Services (Object 300) \$_____ \$_____

15. Supplies & Materials (Object 400) \$_____ \$_____

General Administration Capped at 5% (function #2300)

16. Salaries (Object 100) \$_____ \$_____

17. Employee Benefits (Object 200) \$_____ \$_____

18. Purchased Services (Object 300) \$_____ \$_____

19. Supplies & Materials (Object 400) \$_____ \$_____

Payments to Other Edu. and Gov. Units (function #4000)

20. Purchased Services (Object 300) \$_____ \$_____

TOTAL Cash Expenses (sum Cash Expenses 12 – 20) \$_____ EXP

TOTAL In-Kind Contributions (sum In-Kind Contributions 12 – 20) \$_____ INK

Benefit and Participation Information: Individuals involved in the planning process

- | | |
|---|-----------|
| 1. Number of teachers involved | _____ |
| 2. Number of administrators involved | _____ |
| 3. Number of volunteers (e.g., parents) involved | _____ VOL |
| 4. Number of artists involved | _____ ART |
| 5. Number of other individuals involved | _____ |
| 6. Number of students / children involved | _____ YTH |
| 7. TOTAL individuals involved in the planning process (sum 1 – 6) | _____ IND |
-

Summarize the results of the planning process. Specific details should be discussed in the Goals and Objectives section of this report. Limit summary to one page.

Chart A: Planning Process Effectiveness . Evaluate the effectiveness of the planning process you have completed by describing the outcome of each activity under the objectives that were in the original application. In your evaluation, describe the success or failure of each activity.

Objectives	Outcome of activities	Success or failure evaluation

Chart A: Planning Process Effectiveness . Evaluate the effectiveness of the planning process you have completed by describing the outcome of each activity under the objectives that were in the original application. In your evaluation, describe the success or failure of each activity.

Objectives	Outcome of activities	Success or failure evaluation

Chart A: Planning Process Effectiveness . Evaluate the effectiveness of the planning process you have completed by describing the outcome of each activity under the objectives that were in the original application. In your evaluation, describe the success or failure of each activity.

Objectives	Outcome of activities	Success or failure evaluation

Chart B: District Personnel Report. In the chart below, write the name, title (i.e., teacher, administrator, superintendent, student), and the role each played in the planning process (i.e., committee member, researcher, workshop participant).

	Name	Title	Role
Administrators			
Faculty			
Students			
Other			

Chart B: District Personnel Report. In the chart below, write the name, title (i.e., teacher, administrator, superintendent, student), and the role each played in the planning process (i.e., committee member, researcher, workshop participant).

	Name	Title	Role
Administrators			
Faculty			
Students			
Other			

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	Name	Title	Role
Administrators			
Faculty			
Students			
Other			

CHART C: Resources Report. In the chart below, write the names of the non-district human resources (i.e., parents, community representatives, consultants), and materials (i.e., books, program materials) that were used in the planning process.

Category	Description	Cost
Human Resources		
Material Resources		
Other		

CHART C: Resources Report. In the chart below, write the names of the non-district human resources (i.e., parents, community representatives, consultants), and materials (i.e., books, program materials) that were used in the planning process.

Category	Description	Cost
Human Resources		
Material Resources		
Other		

CHART C: Resources Report. In the chart below, write the names of the non-district human resources (i.e., parents, community representatives, consultants), and materials (i.e., books, program materials) that were used in the planning process.

Category	Description	Cost
Human Resources		
Material Resources		
Other		

Goals and Objectives: Using your Action Plan, complete a chart for each goal and objective describing your future plans as a result of the planning process you have concluded.

Goal: _____

Objective: _____

Strategy	Responsible Personnel	Timeline	Budget	Data Collected
Strategy	Responsible Personnel	Timeline	Budget	Data Collected

Goals and Objectives: Using your Action Plan, complete a chart for each goal and objective describing your future plans as a result of the planning process you have concluded.

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Goal: _____

Objective: _____

Strategy	Responsible Personnel	Timeline	Budget	Data Collected

Strategy	Responsible Personnel	Timeline	Budget	Data Collected
