

ILLINOIS ARTS COUNCIL AGENCY

FINAL REPORT

Special Project Conference and Workshop Attendance

Final reports are due WITHIN 30 DAYS after the ending date on the Grant Agreement. NOTE: This is a standard form. There are two parts to every final report, a financial section and a narrative section. Both sections must be completed for the report to be accepted. This report must show completely and accurately how the project actually occurred. This will be necessary in assessing the success of this project to Agency and IACA staff working with you in the future.

Reports must be approved and certified by the Organization's Authorizing Official or by the individual grant recipient. Complete this PDF form and save it. The completed form should be saved with your grant # as the file name (such as: **20131234**). Email the completed form to Sandra Velazquez (sandra.velazquez@illinois.gov). Consult IACA staff if you have questions.

_____ Grantee		_____ Grant Number
_____ Address	_____ City	_____ Zip
_____ Financial Officer or Individual completing this form		_____ Email Address
_____ Conference or Workshop Attended	_____ Beginning Date	_____ Ending Date

SUMMARY

IACA Grant Amount (from #1 on reverse)	\$ _____	GRA
Actual Total Cash Expenses (from #6 on reverse)	\$ _____	EXP
Actual In-Kind Contributions (from #7 on reverse)	\$ _____	INK
Actual IACA Grant Amount Spent (from #9 on reverse)	\$ _____	SPE
Actual Total Cash Income (from #10 on reverse)	\$ _____	INC
Actual Total Individuals Benefiting from Project (from Narrative)	_____	IND
Children Benefiting from project	_____	YTH
Actual Total Artists Participating in project (If zero, enter 0)	_____	ART
Actual Total Volunteers Participating in project (If zero, enter 0)	_____	VOL

Certification

The undersigned, being an authorized agent on behalf of the 'Grantee' hereby certifies that:

1. The information detailed on this Final Report, is fairly stated and complies with the rules of the State of Illinois' Grant Recovery Act, and all the grant conditions referenced on Illinois Arts Council Agency's Grant Agreement.
2. All of the information cited herein can be verified by accounting records and other financial information of the Grantee, and will be made available to the Illinois Arts Council Agency or designated representative upon request.

_____ Name of Authorizing Official or Individual Grantee	_____ Phone	_____ Date submitted
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FINANCIAL SECTION - DETAIL

NOTE: This is a standard form. Some lines may not be applicable to all projects funded by IACA.

1. IACA GRANT AMOUNT \$ _____(GRA)

ACTUAL CASH EXPENSES

	Actual Cash Expenses	Actual In-Kind Contributions
2. Conference or Workshop Registration	_____	_____
3. Transportation	_____	_____
4. Lodging	_____	_____
5. Other Expenses (specify) _____ _____	_____	_____
6. <i>Actual Total Cash Expenses</i> <i>(Add Items 2 through 5)</i>	(EXP) _____	
7. <i>Actual Total In-kind Contributions</i>		_____ (INK)

ACTUAL CASH INCOME

	Actual Cash Income
8. Income (specify sources) _____ _____	_____
9. <i>Actual IACA Grant Amount Spent</i> (SPE)	_____
10. <i>Actual Total Cash Income</i> (INC) <i>(Add Items 8 & 9)</i>	_____

NARRATIVE SECTION**Organization Grantees:**

Attach a narrative of up to two pages addressing the following points:

1. Provide the name and job title of individuals that participated in the conference or workshop.
2. Describe their participation including sessions attended or tracks followed.
3. Explain the benefits of staff attendance for the organization..
4. Describe the professional benefit for the attendees.
5. Indicate if the benefit was great enough to consider future attendance.

Individual Grantees:

Attach a narrative of up to two pages addressing the following points:

1. Describe your participation in the conference or workshop including sessions attended or tracks followed.
2. Explain how participation benefited your career.
3. Indicate if the benefit was great enough to consider future attendance.

All grantees must include a link to or attach a copy of the brochure or agenda to the narrative.

NATIONAL ENDOWMENT FOR THE ARTS REQUIREMENTS

THE FOLLOWING TWO QUESTIONS ARE PART OF A DATA COLLECTION PROJECT THAT DOCUMENTS NATIONAL TRENDS OF GRANTS IN THE ARTS. COMPLIANCE IS REQUIRED BY THE NATIONAL ENDOWMENT FOR THE ARTS. THE ILLINOIS ARTS COUNCIL AGENCY WILL NOT USE THIS INFORMATION DURING THE GRANTMAKING PROCESS.

NEA1. Using the characteristics listed below, please indicate the predominant racial characteristics of your organization. If at least 50 percent of your organization's staff, board of directors or membership belongs to one of the listed categories, then check that category. If none of these apply, check "99."

- A** 50 percent or more Asian
- B** 50 percent or more Black/African American
- H** 50 percent or more Hispanic/Latino
- N** 50 percent or more American Indian/Alaska Native
- P** 50 percent or more Native Hawaiian/Pacific Islander
- W** 50 percent or more White
- 99** No single group listed above represents 50 percent or more of staff or board or membership

NEA2. If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population, check that group's code from the list below. If the grant or activity is not designated to represent or reach any one particular group, check Box 99.

- A** Asian
- B** Black/African American
- H** Hispanic/Latino
- N** American Indian/Alaska Native
- P** Native Hawaiian/Pacific Islander
- W** White
- 99** No single group