

ILLINOIS ARTS COUNCIL AGENCY

FINAL REPORT

FINANCIAL ORGANIZATION SPECIAL PROJECT GRANT

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 to all projects funded by IACA. There are two parts to every final report, a financial section and a narrative section. This report must show completely and accurately how the program 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 Authorizing Official. Complete this PDF form and save it. The completed form should be named with your grant # (such as 20161234). 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		Daytime Phone
_____		_____
Title of Project Funded	Beginning Date	Ending Date

Computation of Amount Spent:

Summary:

IACA Grant Amount (from #1 on reverse)	\$ _____	GRA
Actual Total Cash Expenses (from #9 on reverse)	\$ _____	EXP
Actual In-Kind Contributions (from #10 on reverse)	\$ _____	INK
Actual IACA Grant Amount Spent (from #19 on reverse)	\$ _____	SPE
Actual Total Cash Income (from #20 on reverse)	\$ _____	INC
Adults Engaged in "In-Person" Arts Experiences (Cannot be zero)	_____	IND
Youth Engaged in "In-Person" Arts Experiences (If zero, enter 0)	_____	YTH
Artists Directly Involved (If zero, enter 0)	_____	ART
Total Volunteers Participating in project (If zero, enter 0)	_____	VOL

Complete Financial Section on Reverse

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.

_____	_____	_____
Project Director's Signature	Phone	Date submitted

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. Personnel

Administrative

Artistic

Technical/Production

3. Outside Fees and Services

Artistic

Other

4. Space Rental

5. Travel

6. Marketing

7. Remaining Operating Expenses

8. Capital Expenditures

9. *Actual Total Cash Expenses*

(EXP)

(Add Items 2 through 8)

10. *Actual Total In-kind Contributions*

_____ (INK)

ACTUAL CASH INCOME

Actual Cash
Income

11. Admissions

12. Contracted Services Revenue

13. Other Revenue

14. Corporate Contributions/Support

15. Foundation Contributions/Support

16. Other Private Contributions/Support

17. Government Support

Federal

State/Regional (do not include this IACA grant)

Other

18. Applicant Cash

19. *Actual IACA Grant Amount Spent*

(SPE)

20. *Actual Total Cash Income*

(INC)

(Add Items 11 through 19)

ILLINOIS ARTS COUNCIL AGENCY

FINAL REPORT

ORGANIZATION SPECIAL ASSISTANCE

NARRATIVE

Three types of Special Assistance Grant awards are made. Check the area which most appropriately applies to the nature of your award. Then respond only to the section that corresponds with the category (A, B or C) you have specified.

- A.** To attend a conference, workshop or seminar **B.** To use a consultant(s)
 C. New program initiative or other project

A - TO ATTEND A CONFERENCE, WORKSHOP OR SEMINAR

Address the following in no more than three typed pages:

1. Describe your participation in the workshop or conference. (Types of sessions attended, etc.)
2. What benefits were derived for the organization? How did they address organizational needs?
3. What personal benefits did you gain?
4. Would you attend this workshop/conference again? Please explain.
5. Attach a copy of the conference/workshop brochure and/or an agenda.

B - TO USE A CONSULTANT(S)

Address the following in no more than three typed pages:

1. Describe what occurred during the consultancy. (People involved, timetable used, etc.)
2. What impact has the consultancy had on the organization?
3. Is any follow-up required? If so, what?
4. Attach a copy of the consultant's final report, letter of recommendation and findings or any other appropriate written document(s) generated through the consultancy.

C - NEW PROGRAM INITIATIVE OR OTHER PROJECT

Attach a one or two page narrative addressing the following points:

1. Describe how the program was carried out. Indicate deviations from program description in original IACA application. **INCLUDE REQUIRED DOCUMENTATION:** Two to four examples of published materials and news releases relating to this program. This documentation should verify activities which took place during this grant period as well as your compliance with the requirement that IACA funding be acknowledged in printed material as follows: **"This program is partially supported by a grant from the Illinois Arts Council Agency, a state agency."** If none, explain. **Do not send additional videotapes, recordings, books, magazines or slides.**
2. If program was conducted again, would there be any changes in its structure, operation and/or scope?
3. Evaluate program in terms of accomplishment of program goals and its success or impact on the audience.

Adults Engaged in "In-Person" Arts Experiences (Complete all applicable categories.)

1. PERFORMANCE PROGRAMS

Seating Capacity _____
Number of performances _____
Average attendance per performance _____

TOTAL ATTENDANCE _____

2. VISUAL ARTS PROGRAMS

Number of exhibitions in this program _____
Average attendance per exhibition _____

TOTAL ATTENDANCE _____

3. WORKSHOP/CLASS PROGRAMS

Number of workshops/classes _____
Number of sessions per workshop/class _____
Average attendance per workshop/class _____

TOTAL ATTENDANCE _____

4. PUBLICATIONS

Number of issues and/or books published _____
CIRCULATION (include subscribers and over-counter sales) _____

5. FILM, VIDEO, RADIO, AND TELEVISION PROGRAMS

Number of programs/projects completed or presented _____

TOTAL ESTIMATED AUDIENCE _____

Adults Engaged in "In-Person" Arts Experiences (Add 1 through 5). . . . _____ (IND)

(Cannot be zero)

NATIONAL ENDOWMENT FOR THE ARTS REQUIREMENTS

THE FOLLOWING QUESTION IS 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.

Population Benefited by Race / Ethnicity:

- American Indian/Alaska Native
- Asian
- Black/African American
- Hispanic/Latino
- Native Hawaiian/Other Pacific Islander
- White
- No single racial/ethnic group made up more than 25% of the population directly benefited

Population Benefited by Age:

- Children/Youth (0-18 years)
- Young Adults (19-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)
- No single age group made up more than 25% of the population directly benefited

Population Benefited by Distinct Groups:

- Individuals with Disabilities
- Individuals in Institutions
- Individuals below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- No single distinct group made up more than 25% of the population directly benefited

Project Activity Locations

Address:

City:

State: Zip:

Activity Days: