

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.**

Reports must be complete and signed by the Superintendent or Authorized Official. Complete this PDF form and save it.

The completed form should be named with your grant number (such as: 20201234).

**Email the completed form to**

Sandra Velazquez: Sandra.Velazquez@illinois.gov

Consult IACA staff if you have questions.

\_\_\_\_\_  
District name and number (Grantee Organization)

\_\_\_\_\_  
Grant Number

\_\_\_\_\_  
Financial Officer or Individual Completing this form

\_\_\_\_\_  
Title

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Program Contact

\_\_\_\_\_  
Title

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Title of funded project

\_\_\_\_\_  
Beginning Date

\_\_\_\_\_  
Ending Date

**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.

**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)

\_\_\_\_\_  
Authorizing Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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

**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
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Attach a copy of an action plan that identifies programmatic goals and objectives developed through analysis of the curricular needs and describes how the resulting program will be implemented. Include the approach to allocating resources and securing other external support in order to sustain the program over time.

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.

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**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

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**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

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Objectives	Outcome of activities	Success or failure evaluation

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**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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**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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Faculty			
Students			
Other			

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**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		

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Category	Description	Cost
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Material Resources		
Other		

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Category	Description	Cost
Human Resources		
Material Resources		
Other		

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**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

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