

*Louisiana Decentralized Arts Funding Program*

**DAF FY 2017- PROJECT ASSISTANCE**

Funding Period - October 1, 2016 to September 30, 2017

**FINAL REPORTS MUST BE SUBMITTED NO LATER THAN THIRTY (30) DAYS AFTER COMPLETION OF SERVICES OR OCTOBER 30, 2017, WHICHEVER COMES FIRST.**

DAF FY 2017 forms are available online at [www.bayouarts.org](http://www.bayouarts.org)  
For assistance with your Final Report, contact Erica Anderson, Bayou Regional Arts Council, Executive Director at 985-856-3326 or [erica@bayouarts.org](mailto:erica@bayouarts.org), prior to deadline.

This Decentralized Arts Funding Program was funded by the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism Office of the Lt. Governor, State of Louisiana and administered in Region 3 by the Bayou Regional Arts Council.

Submit Final Report to:  
**Bayou Regional Arts Council**  
7910 Park Avenue  
Houma, LA 70364



1a. Grant Awarded DAF FY2017 \_\_\_\_\_

1b. Grant Expended \_\_\_\_\_

2. Organizational Budget \_\_\_\_\_

3. Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State

LOUISIANA

Zip \_\_\_\_\_

Parish \_\_\_\_\_

Phone \_\_\_\_\_

FAX \_\_\_\_\_

Website \_\_\_\_\_

4. Contact Person and Title \_\_\_\_\_

Email \_\_\_\_\_

*If different than above:*

Address \_\_\_\_\_

City \_\_\_\_\_

State

LOUISIANA

Zip \_\_\_\_\_

Phone \_\_\_\_\_

FAX \_\_\_\_\_




**8. IMPACT**

**TOTAL ATTENDANCE:**

Number of Persons Ages 18 and Under: \_\_\_\_\_  
Number of Adults/General Public: \_\_\_\_\_  
Total Attendance: \_\_\_\_\_ **0** \_\_\_\_\_

**TOTAL ARTISTS/ARTISTIC FEES:**

Total Number of Artists Involved: \_\_\_\_\_  
Total Number of Artists Paid: \_\_\_\_\_  
Total Amount Paid to Artists: \_\_\_\_\_

**TOTAL EMPLOYED:**

Total Number of Full-time Staff Employed: \_\_\_\_\_  
Total Number of Part-time Staff Employed: \_\_\_\_\_  
Total Number of Contracted Staff: \_\_\_\_\_  
Total Number of Volunteers: \_\_\_\_\_

**9. NARRATIVE QUESTIONS:**

Please check the appropriate boxes and answer the following questions. You may continue on additional sheets of paper if necessary.

**A. Did the completed project differ from the grant agreement and/or application?** Yes No  
If yes, how?

**B. Did you experience any problems in administering the arts project?** Yes No  
If yes, explain.

Yes **C. What was the community's response to the project?**

**D. On a scale of 1 to 5, how would you rate the artistic merit of the project? 1 is the lowest and 5 is the highest.**

**E. How was the project promoted to the public? Check all that apply:**

Direct Mail  
Flyers  
Neighborhood Posters  
Internet

Television Ad  
Newspaper Ad  
Radio PSA  
Meeting or Formal  
Presentation  
Street Banners  
Billboard  
Word of Mouth  
Other:

**F. Do you plan on continuing this project in the future?** Yes No  
If yes, how will the project be sustained or changed?

**G. How were elected officials (state/local/school) notified of your project? Did they attend or respond?**

**H. What else could the Bayou Regional Arts Council do for you?**

10. YEAR-END ORGANIZATIONAL BUDGET: Note: Most recently completed year-end financial statements and annual audits may be substituted for this page. **Audits are required for organizations receiving more than \$25,000 in combined local, state, and federal funds. Round numbers to the nearest dollar amount. Include both grant funds and additional cash.**

**Fiscal Year Ends:** \_\_\_\_\_

**INCOME**

- Admissions, Memberships, Subscriptions \_\_\_\_\_
- Contracted Services \_\_\_\_\_
- Corporate Support \_\_\_\_\_
- Foundation Support \_\_\_\_\_
- Fundraising \_\_\_\_\_
- Federal Government: *Identify source* \_\_\_\_\_
- Local Government: *Identify source* \_\_\_\_\_
- State Government: *Identify source* \_\_\_\_\_
- DECENTRALIZED ARTS FUNDING GRANT** \_\_\_\_\_

**TOTAL INCOME:** \_\_\_\_\_ \$ 0.00

**11. FINAL PROJECT BUDGET:**

Round numbers to the nearest dollar amount. Include both grant funds and additional cash.

**PROJECT EXPENDITURES ONLY**

- (A) Personnel – Administrative \_\_\_\_\_
- (B) Personnel – Artistic \_\_\_\_\_
- (C) Personnel – Technical \_\_\_\_\_
- (D) Fiscal Agent Fees \_\_\_\_\_
- (E) Outside Professional Services – Artistic \_\_\_\_\_
- (F) Outside Professional Services – Other \_\_\_\_\_
- (G) Utilities \_\_\_\_\_
- (H) Space Rental \_\_\_\_\_
- (I) Travel/Per Diems \_\_\_\_\_
- (J) Marketing (promotion, publicity, print) \_\_\_\_\_
- (K) Equipment Rental \_\_\_\_\_
- (L) Supplies and Materials \_\_\_\_\_
- (M) Postage/Shipping Costs \_\_\_\_\_
- (N) Insurance \_\_\_\_\_
- (O) Other: List Below \_\_\_\_\_

\_\_\_\_\_

**TOTAL PROJECT EXPENDITURES:** \$ 0.00

\_\_\_\_\_

**TOTAL PROJECT REVENUE**

**Decentralized Arts Funding Grant**

Other Cash Support: List Below

\_\_\_\_\_  
\_\_\_\_\_

**TOTAL PROJECT REVENUE:** \$ 0.00

\_\_\_\_\_

**TOTAL IN-KIND SUPPORT (Optional)**

\_\_\_\_\_

**12. GRANT EXPENDITURE SUMMARY: ONLY LIST SPENT GRANT FUNDS. Each letter must correspond to the line item listed in EXPENSES on the previous page.\_**

<b>A</b>		<b>F</b>		<b>K</b>	
<b>B</b>		<b>G</b>		<b>L</b>	
<b>C</b>		<b>H</b>		<b>M</b>	
<b>D</b>		<b>I</b>		<b>N</b>	
<b>E</b>		<b>J</b>		<b>O</b>	

**GRANT EXPENDITURE DOCUMENTATION:**

EXPENDITURE CATEGORY <small>(corresponding letter, see above)</small>	DATE <small>(in reference to documentation)</small>	PROVIDER DOCUMENT/ PAYMENT DOCUMENTATION <small>(invoice/receipt and check #)</small>	AMOUNT <small>(total check or payment)</small>	PAYEE <small>(name of person or company payment is made to)</small>	AMOUNT PAID FROM GRANT <small>(portion of total amount paid with grant funds)</small>





