

FINAL REPORT INSTRUCTIONS

Louisiana Decentralized Arts Funding Program

DAF FY 2017 - PROJECT ASSISTANCE

FUNDING PERIOD - OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

DAF FY 2017 forms are available online at 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 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



The Final Report is a tool to evaluate the outcomes of your activities under the Decentralized Arts Funding Program. The purposes to this report are:

- To determine your project's effectiveness after completion
- Gain direction for future improvements
- Be fiscally accountable for state of Louisiana grant funds
- Demonstrate compliance with the rules, regulations, laws, terms and conditions of the program

If it appears that your organization **will not** be using all of the funds awarded to your organization, please let the **Bayou Regional Arts Council** know as soon as possible so that funds can be re-distributed within your parish.

REQUIREMENTS:

DAF Final Reports are due within **30 days of completion of activities or October 30, 2017 whichever occurs first**. You will receive your final payment of 25% after the final report has been received and approved by the **Bayou Regional Arts Council**, but not prior to July 1, 2017.

DAF Final Reports must include the following:

- **Complete DAF FY 2017 Final Report Form for Project Assistance Grants**
- **Grant Number** as listed in your grant agreement
- Grant Expenditure Documentation – **Note:** if your organization received in excess of \$25,000 in combined state, local and federal government funding, audited financial statements are required for your organization
- Additional evaluation reports conducted for your project as identified in the original application
- Evidence of credit to the Louisiana Division of the Arts Decentralized Arts Funding Program and the Bayou Regional Arts Council

- Copies of newspaper reviews or publicity
- Images of grant sponsored activities
- Failure to submit a timely, accurate, and acceptable final report or to comply with all the rules, regulations, laws, terms and conditions described in the FY 2017 Decentralized Arts Funding Program Guidelines, signed grant agreement, and original signed application may result in **forfeiture of grantee’s final payment and ineligibility to participate in future rounds** of Decentralized Arts Funding Program. Persistent failure to submit a timely, accurate and acceptable final report or compliance with the rules, regulations, laws, terms and conditions described in the FY 2017 Decentralized Arts Funding Program Guidelines, signed grant agreement, and original signed application may result in forfeiture of the original payment advanced to the grantee and appropriate legal action.

THE FOLLOWING PROVIDES STEP-BY-STEP INSTRUCTIONS ON THE TYPE OF INFORMATION REQUIRED FOR EACH ITEM ON THE FINAL REPORT.

Grantee Information:

This information contains a “snapshot” of your grant information. It should include the following:

- 1a. **Grant Awarded** as listed in your grant agreement
- 1b. **Grant Expended** should equal what was spent from your original grant award. This number should only be different if you did not use all the grant funds awarded or you were awarded additional funds. If at any time during the fiscal year, you have determined that not all grant funds will be used, contact Executive Director Erica Anderson immediately, 985-856-3356 or erica@bayouarts.org. All unused grant funds will be returned to the State of Louisiana, if not reported to the Bayou Regional Arts Council in a timely manner for redistribution within the parish.
2. **Organizational Budget** is the yearly budget for the applicant organization
3. **Organization Name and Address** is the official name and address of the organization receiving grant funds.
4. **Project Director/Contact Person and Title** is the person who should be able to answer all questions related to the project as well as answer questions related to the financial documentation. If the person is not affiliated with the organization receiving funds, indicate relationship to the organization receiving grant funds.
5. **Sub-Applicant, if applicable** identifies the organization that lacks the legal status to receive grant funds, but is the actual organization or individual conducting the project. Only required if a fiscal agent is used.
6. **Project Title** identifies the project for which you received grant funds; this is particularly important if you received funding for more than one project.

7. PROJECT ACTIVITY DETAILS:

Most arts projects funded by the Decentralized Arts Funding Program include multiple activities. An activity refers to one event that happens at one time and is available to one audience. For example, an in-school residency with a class that meets for 2-hours during school time and a community performance later in the evening would be listed as two activities. A complete table will show a listing of all events and the total number of individuals served by your project, including who was served and where. *Note:* If your arts project is a component of a larger project, please include only information related to arts programming.

In the Project Activity Details table, please complete the following information as it relates to each activity of your grant funded arts project:

- **Date** is the day in which the activity occurred. Activities may only occur between October 1, 2016 and September 30, 2017.
- **Type of Activity** lists the details of the activity being conducted. Try to be as specific as possible. You may want to include the activity, artistic discipline, length of activity, etc.
- **Location** should detail where the event occurred, including the facility and city.
- **Who** should detail where your audience comes from or the participants involved. Examples include

- all 1st grade, senior citizens, general public, adults, dance college students, etc.
- **# Individuals** provides the number of people who were project participants or audience members. You should always report exact numbers when possible. Reported numbers should be realistic and a good indication of the actual number served by your project and events. Please contact **Erica Anderson** if you have questions regarding tracking attendances.

8. IMPACT

TOTAL ATTENDANCE:

Figures should only include those individuals directly involved or affected by the funded activity. Include actual audience numbers. Avoid inflated numbers, and do not double-count repeat attendees. Please provide the following information related to total attendance/individuals benefiting from your arts project:

- **Number of Persons Ages 18 and under** is intended to track children and youth served through youth-oriented programming, such as school, after-school, and summer programs that include the arts.
- **Number of Adults/General Public** is intended to track attendance for arts projects that serve a general audience and adults/teachers involved in youth-oriented projects.
- **Total Attendance** is the total number of individuals who were directly involved in the funded activity as project participants and audience members between the project start and end dates. This is the total of 18 and under and Adults/General Public. If you are using an on-line form, this field will total automatically.

TOTAL ARTISTS/TOTAL ARTISTIC FEES:

A goal of the Decentralized Arts Funding Program is to encourage professional artists to undertake meaningful community arts projects. In an effort to track the number of artists and total artist fees, please provide the following information:

- **Total Number of Artists Involved** includes all artists directly involved in providing art or artistic services specifically identified with the funded project. Include living artists whose work is represented in an exhibition.
- **Total Number of Artists Paid** includes the number of artists receiving payment for artistic services through the funded arts project.
- **Total Amount Paid to Artists** is the total amount of payment to artists as providers of service. This number should list all artistic fees, including grant funds and additional cash. **Note:** Amount paid to artists should only include artistic fees for service and should not include per diems, such as travel, meals, supplies or other expenses.

TOTAL EMPLOYED:

- **Total Number of Full-Time Staff Employed:** Number of paid full-time staff employed by your organization
- **Total Number of Part-Time Staff Employed:** Number of part-time staff employed by your organization.
- **Total Number of Contracted Staff:** Number of paid individuals who are contracted to perform services for your organization.
- **Total Number of Volunteers:** Number of individuals who volunteer time on behalf of your organization including board members.

9. NARRATIVE QUESTIONS:

The narrative is an opportunity for you to explain the final outcomes of your arts project as it relates to the evaluation criteria – Artistic Merit, Need and Impact, Planning and Design, Administration and Budget. Check the appropriate box, either YES or NO and provide explanations when needed. The following information will assist you in completing each of the questions. You may continue on additional sheets of paper if necessary.

Question A: If your project is different from the original grant application or grant agreement,

provide details as to how the project is different and why. You may also address effects of reduced funding, changes in artists, etc.

Question B: If you experienced any problems in planning/designing/administering/implementing the arts project, this is an opportunity to explain the challenges you faced.

Question C: Stimulating additional local support for the arts and providing arts activities to those who have limited arts experiences are two goals of the Decentralized Arts Funding Program. This question is intended to respond to those goals. Describe the community support or response, either through volunteers, participants, financial contributors, etc. received for the funded project.

Question D: Evaluate the artistic quality of the artists involved with the project. Consider professionalism, quality of the work, and/or community response. 1 is Poor, 2 is Fair, 3 is Neither Good Nor Bad, 4 is Good, 5 is Very Good.

Question E: Indicate what types of publicity you received for your arts project. This should measure the extent to which the public was successful in hearing about your project and participated.

Question F: If this project has occurred for more than one year, or you intend on continuing the project in the future, discuss plans for the project's sustainability or growth.

Question G: The Bayou Regional Arts Council and the Decentralized Arts Funding Program is funded by the state legislature each year through the Department of Culture, Recreation and Tourism, Office of Cultural Development, Division of the Arts. Your local elected officials should be notified and invited to attend the activities of your arts project. Let them know how public tax dollars dedicated to the arts are benefiting the organization.

Question H: Let us know how we are doing! Let us know how we can help! Let us know your needs!

10. YEAR-END ORGANIZATION BUDGET:

You may submit an internal organizational income statement (revenue/expenses) generated by computer software such as Quicken, QuickBooks, MS Money, etc. in lieu of this section. The income statement must be prepared using generally accepted accounting principles (GAAP). If your organization receives more than \$25,000 in federal, state or local government funds, audited financial statements are required.

The income statement must represent your most recently completed fiscal year. Include the date (month/day/year) your fiscal year ended.

Below are the definitions for each item listed under Income:

- **Admissions, Memberships, Subscriptions** includes revenue from the sale of tickets or entry fees, subscriptions/memberships for your events, programs, services, etc.
- **Contracted Services** includes revenue derived from fees earned through sales of services (sale of workshop to other community organizations, performance or residency fees, tuition, etc.).
- **Corporate Support** includes cash support from businesses, corporations, or corporate foundations.
- **Foundation Support** includes cash support derived from grants given to your organization by public or private foundations.
- **Fundraising** includes cash support derived from individual contributions or special events.
- **Federal Government** includes funds received from federal or national agencies such as the National Endowment for the Arts, HUD, Department of Agriculture, etc. Identify the source of funds.
- **Local Government** includes funds received from your local or parish government, school board, convention and visitor's bureau, tourist commission, etc. Identify the source of funds.
- **State Government** includes funds received from offices of the State of Louisiana, including Decentralized Arts Funding Project Assistance. Identify the source of funds.
- **Decentralized Arts Funding Grant** is the actual amount of grant funds spent by your organization.
- **Total Income** should total all revenue received by your organization. This line, when downloaded from the Internet, should total for you.

11. FINAL PROJECT BUDGET:

The final project budget should list all expenses and income received as a result of your arts project. This includes both grant and additional cash received for this project.

Below are the definitions for each line item listed under Total Project Expenditures:

- **(A) Personnel – Administrative** refers to permanent, paid staff of the organization in charge of

- operations and/or programming.
- **(B) Personnel – Artistic** refers to permanent, paid staff of the organization responsible for the artistic direction of the organization and/or programming.
- **(C) Personnel – Technical** refers to permanent, paid staff of the organization responsible for production, construction, lighting, etc.
- **(D) Fiscal Agent Fees** are fees charged by an organization to act as the legal recipient of grant funds on behalf of another organization that lacks the legal status to administer the fees on their own. Fees are intended to offset the cost of personnel, time, and supplies used in the administration of grant funds for the funded project only.
- **(E) Outside Professional Services – Artistic** refers to paid artistic services by companies or individuals not considered employees of the organization (e.g., artists, folklorist, curator, dancer, actor, graphic designer, etc.) whose services are contracted for the project.
- **(F) Outside Professional Services – Other** refers to paid non-artistic services provided by companies or individuals not considered employees of the organization (e.g., consultants, set designer, lighting technician, technical director, security, presses, etc.).
- **(G) Utilities** refers to additional costs such as telephone, gas/electric, water, etc. not covered by general operating expenses.
- **(H) Space Rental** refers to the cost to rent a facility, exhibit or performance venue.
- **(I) Travel/Per Diems** refers to the cost of travel incurred as a result of your arts project, such as busing students, artist travel and meals, etc.
- **(J) Marketing** refers to the cost associated with publicly promoting the project, including invitations, PSAs, flyers, playbills, newspaper ads, etc.
- **(K) Equipment Rental** refers to the cost associated with renting equipment for the purpose of producing the project.
- **(L) Supplies and Materials** refers to the cost of consumable items, raw materials needed to produce or present the project, such as paints, cameras, paper, etc. Grant funds may only be used for items that cost less than \$1,000 per unit with a consumable life of less than one year.
- **(M) Postage/Shipping Costs** refers to the cost for mailing and shipping related to the project.
- **(N) Insurance** refers to the cost of additional liability insurance related to the project and not part of the general operating expenses of the organization.
- **(O) Other** refers to expenses not listed under any other expense category. Identify all other expenses in the lines provided.
- **Total Project Expenditures** should total all line items and include both grant and cash. This should be a representation of all costs associated with the funded project. **Note:** This line, when downloaded from the Internet, will total for you.

Below are the definitions for each item listed under Total Project Revenue:

- **Decentralized Arts Funding Grant** is the actual amount of grant funds spent on the arts project.
- **Other Cash Support** refers to all cash funds either earned (admissions, contract for service, etc.) or received (corporate sponsor, individual cash donations, fundraisers, etc) for your arts project. Identify all sources in the lines provided.
- **Total Project Revenue** should total all revenue received for your arts project. This line, when downloaded from the Internet, should total for you.
- **Total In-kind Support (Optional)** is an opportunity to detail the cash equivalent of time, supplies, facilities, etc. that would normally be paid with cash, but was instead donated for your funded arts project.

12. GRANT EXPENDITURE SUMMARY AND DOCUMENTATION:

Your grant comes from state of Louisiana tax dollars and is subject to review by the Legislative Auditor. Documentation is required for all grant funds. All grantees are responsible for providing evidence that grant funds were spent appropriately and on eligible project expenses. The **Bayou Regional Arts Council** has the right to refuse any final report based on financial documentation submitted and will hold final payment until appropriate documentation is received. Attach copies of payment documentation to the Grant Expenditure Documentation page.

Grant Expenditure Summary summarizes where grant funds were spent. Each letter corresponds to the line item listed in the Total Project Budget. **Note:** Documentation is only required for grant funds and not the total project budget.

GRANT EXPENDITURE DOCUMENTATION provides a quick, easy reference regarding payments made with grant funds. You must attach a copy of all documentation to this page. Please provide the following information as it relates to grant funds:

- **Expenditure Category** refers to the corresponding letter for the expense as listed on the Total Project Budget.
- **Date** refers to the date the documentation is referencing, such as the date of the check, the date of the receipt, the date of the invoice, etc. Expenses may only be incurred and paid for between October 1, 2016 and September 30, 2017.
- **Provider Document/Payment Documentation** refers to the type of documentation that is attached to this form. Only grant funds need to be documented. Eligible documentation includes copies of receipts and invoices along with cancelled checks, bank statements showing cancelled checks, credit card statements, or evidence of receipt of payment.
- **Amount** is the total amount of the check or payment made.
- **Payee** is the person or company payment is made to.
- **Amount Paid From Grant** is the portion, either whole or in part, of the total amount paid with grant funds.

Example: An artist submits an invoice in the amount of \$5,000. Your organization received a grant in the amount of \$3,300. The Grant Expenditure Documentation page should look like this:

Expenditure Category	Date	Provider Document/Payment Documentation	Amount	Payee	Amount Paid From Grant
E	11/30/16	Invoice/Ck.1234	\$5,000	Jane Q. Artist	\$3,300

The Grant Expenditure Summary table should have \$3,300 next to the letter “E”.

CHECKLIST:

The Checklist is a helpful reminder of what to include in your Final Report packet. A final payment is contingent on the approval and acceptance of a complete Final Report. Make sure the following information is included in your packet to the **Bayou Regional Arts Council**.

- Complete DAF FY 2017 Final Report Form for Project Assistance Grants
- Grant Expenditure Documentation – **Note:** if your organization received in excess of \$25,000 in combined state, local and federal government funding, audited financial statements are required for your organization
- Additional evaluation reports conducted for your project as identified in the original application,
- Evidence of credit to the Louisiana Division of the Arts Decentralized Arts Funding Program and the Bayou Regional Arts Council
- Copies of newspaper reviews or publicity
- Images of grant sponsored activities, such as videos, photographs (digital, prints, slides), books, CDs, etc.

ASSURANCES:

The authorizing official assuming legal responsibility for state of Louisiana grant funds must sign the assurances. The authorizing official must be the Executive Director, Board President, etc. The project director must also sign the final report form. Make sure both parties read and understand the information

being provided in the final report.

Any additional comments may be directed to, if needed:
Decentralized Arts Funding Program
Louisiana Division of the Arts
P.O. Box 44247
Baton Rouge, Louisiana 70804
(225) 342-8180