

# ARTS COUNCIL OF NEW ORLEANS

## S. Walter Stern, Jr. Artist Residency Grant FINAL REPORT INSTRUCTIONS

The Final Report is a tool to monitor the outcome of grant activities under the **S. Walter Stern, Jr. Artist Residency Grant**. The purpose of the Final Report is to:

- 1) Demonstrate/determine the project or program's effectiveness
- 2) Demonstrate/determine compliance with the terms of the grant
- 3) Demonstrate/determine fiscal accountability as to the use of the public funds
- 4) Be a means to express/gather constituent needs and suggestions for program improvements

**Please review these instructions and the Final Report form before you begin your grant activities** so that you can collect the required documentation during the grant activity period. If you have questions about the Final Report or the documentation required, please contact Joycelyn Reynolds (595-8471; [jreynolds@artscouncilofneworleans.org](mailto:jreynolds@artscouncilofneworleans.org)) or Karen Kern (595-8461; [kkern@artscouncilofneworleans.org](mailto:kkern@artscouncilofneworleans.org)).

If your project or your organization will not be using all of the funds awarded, please contact us as soon as possible so that funds can be redistributed.

### REQUIREMENTS

- **Activities and expenditures under Decentralized grants must occur within the grant activity period: October 1 - September 30 of the grant award year.**
- **The *entire* amount of the grant award must be spent by September 30 of the grant year.** The initial grant payment is 90% of the grant award. Recipients must have enough cash flow to cover the remaining 10% of the grant award before receiving the final payment. The final payment is a **REIMBURSEMENT** for grant funds spent by September 30 of the grant year. The final payment is mailed after the Arts Council receives and approves the grantee's Final Report.
- **Final reports are due after completion of grant-funded activities or by the last working day of October (a month after the end of the grant activity period).** This deadline is a receipt deadline NOT a post mark deadline. Reports may be mailed or hand-delivered by the publicized deadline.
- **Amendments to project activities, artists or expenditures** as stated in your grant contract (Scope of Services and Revised Budget) are to be **requested in writing and approved before they are implemented**. Please call Grants staff first to discuss any proposed changes. Grant expenditures or activities that have not been approved may not be accepted for final grant payment.

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- Final Reports must include the **applicant name, all current applicant contact information, the grant year and grant number**, answers to the **narrative questions** on the Final Report form and to all **performance indicators**, i.e., number and type of audience benefiting, number of artists participating, number of performances. If a number is requested, please provide a number, not a percentage.
- Final Reports must include the completed **budget page** of the Final Report form and either the **Final Report Expenditure Form**, which shows the allowable expenditures of the grant funds, or the grantee organization's **financial audit** covering the period of the grant (this option is mainly for Operating Support grantees). The **Expenditure Form** is for documenting and organizing checks and invoices paid with grant funds. Attach receipts, invoices and cancelled checks to the form as described in the Instructions for Final Report Expenditure Form. Grant expenditures should track the Revised Budget submitted as part of the grant contract and must at least equal the amount of the grant award in order for grantees to receive the final payment due. If an audit is being submitted by an organizational grantee, the audit should be enclosed with the Final Report. If the audit is not available by the Final Report due date, a letter must be enclosed stating when the audit will be forwarded to the Arts Council.
- Final Reports must include all other **required attachments** such as photos of grant-funded activities and copies of promotional materials. See the signature page of the Final Report form regarding the required attachments for your grant.
- Grantees must include on all promotional materials for grant-funded activities **proper crediting to the Arts Council of New Orleans and the S. Walter Stern, Jr. Artist Residency Program**. Please use the **current credit line and logos provided in your grant award packet and on the web site under Grants/Manage Your Grant**.

Grantees are strongly urged to write press releases to media contacts announcing the grant award and/or grant-sponsored events. Press releases should include the grant crediting. Grantees are also urged to notify local legislators of grant-sponsored events.

Failure to submit a complete Final Report by deadline or to comply with the terms described in the Arts Council of New Orleans Guide to Grants, the grant award letter, and the signed grant agreement, may result in forfeiture of the final grant payment and ineligibility to participate in future rounds of funding. Persistent failure to submit a timely, complete Final Report may result in forfeiture of the initial grant payment and appropriate legal action.