

ARTS COUNCIL OF NEW ORLEANS

Community Arts Grants FINAL REPORT INSTRUCTIONS

The Final Report is a tool to monitor the outcome of grant activities under the Community Arts Grants program. 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 before you begin your grant activities so that you can collect the required documentation during the grant activity period. If you have any questions regarding the Final Report or the information or documentation required, please contact a Grants staff member: Joycelyn Reynolds, Grants Manager, 595-8471, jreynolds@artscouncilofneworleans.org or Karen Kern, Grants Manager, 595-8461, 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

- Grant-funded activities and expenditures must fall within the grant activity period: January 1 - December 31 of the grant year.
- The entire amount of the grant award must be spent by December 31 of the grant year. The initial grant payment is 75% of the grant award. Recipients must have enough cash flow to cover 25% of the grant award before receiving the final payment. The final payment is a **REIMBURSEMENT** for grant funds spent by December 31 of the grant year and documented in the Final Report.

The final grant 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 end of January of the following calendar year. The final report deadline is January 31 or the last working day of January if the 31st falls on a weekend - it's a month after the grant year ends. This deadline is a receipt deadline NOT a post mark deadline. Reports may be mailed or hand-delivered by the deadline.**
- **Amendments to project activities, artists or expenditures** as stated in your grant contract are to be requested in writing and approved before they are implemented. Please call Grants staff first to discuss any proposed changes and to request an amendment form. Grant expenditures or activities that have not been approved may not be accepted for final grant payment.

FINAL REPORT INSTRUCTIONS

Page 2 of 2

- Final Reports must include answers to the **narrative questions** on the Final Report form and to the **performance indicators**, i.e., number and type of audience benefiting, number of artists participating, number of performances, etc. **If a number is asked for, please provide a number, not a percentage.**
- Final Reports must also include the completed **budget page** of the Final Report form and either the **Final Report Expenditure Form**, which shows proof of allowable expenditures of all grant funds, or an organizational **financial audit** covering the period of the grant. 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 attached **Instructions for Final Report Expenditure Form**. Grant expenditures should track the Revised Budget submitted as part of the grant agreement and must total (or be slightly greater than) the grant award to receive the final payment due. If an organization is submitting an audit in lieu of expenditure documentation (this is mainly for Operating Support grantees), the audit should be enclosed with the Final Report. If the audit's not available by the Final Report

due date, enclose a letter 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.
- Final Reports must include evidence that the current grant credit line and logos were used. **For Community Arts Grants, the Arts Council of New Orleans and the City of New Orleans should be credited.** Please refer to the credit line and logos provided in the grant award letter and on our web site.

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 send elected City officials press releases announcing grant-funded activities.

Failure to submit a timely, complete Final Report or to comply with the laws, rules and 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 grantee's final 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.

Please go to artscouncilofneworleans.org for grant and Final Report materials.