

ENTRY TRACK

Final Report

Grant period July 1 to June 30 – Final Report due no later than July 31st

Grantee _____	Contact Name _____
e-mail _____	
#Adults engaged in-person _____	Grant Number _____
#Youth (0-18 yrs) engaged in-person _____	Grant Amount Awarded _____
#Artists directly involved _____	Federal Tax ID# _____

NARRATIVE

Your application anticipated activities and results during the grant period. These questions ask you to compare what happened to what you expected. It will be helpful to have the application in front of you as you write.

- 1) Describe the public programs in the arts that your organization produces and the process used to ensure excellence in the artistic quality of programs and services.
- 2) Identify and describe the community or communities served during the grant period.
- 3) Describe initiatives, partnerships, or collaborations undertaken during the grant period and how new, nontraditional, or underserved audiences were reached.
- 4) Describe ways that your organization complied with the Americans with Disabilities Act (ADA) and Section 504 accessibility requirements (accommodations for people with disabilities) during the grant period.
- 5) Provide an overview of your organization's structure, board and staff responsibilities and volunteer involvement during the grant period.
- 6) Describe your organization's audience development and marketing efforts during the grant period.
- 7) Explain how your organization is achieving long-range goals.
- 8) Explain your evaluation methods and how they assisted you in measuring your desired outcomes. Attach samples of your evaluation instruments (surveys, interview questions, etc.) and/or collected evidence (compiled data, systematic observation or documentation, etc).
- 9) Explain significant organizational changes (budget amounts, deficits and multiyear grants, etc).
- 10) As you reflect on the grant period, does an anecdote or a moment come to mind which tells the story of your organization's success?
- 11) Please submit copies of recordings, videos, programs, publicity, and other printed materials relating to these activities.
- 12) Please submit a copy of EITHER your most recently completed audit OR a copy of your board-approved year-end internal financial statement.

Authorizing Signatures: "I/we certify that we have complied with the guidelines, that we have met the requirements, and that all of the information contained in this report is true and correct, and that all expenditures were incurred for the purpose of this grant."

_____ Project Director (signature)	_____ Title	
_____ Project Director (print)	_____ Phone	_____ Date
_____ Authorizing Official (signature)	_____ Title	
_____ Authorizing Official (print)	_____ Phone	_____ Date

Mail this form to Idaho Commission on the Arts, PO Box 83720, Boise, Idaho 83720-0008

**FOR ICA
OFFICE
USE ONLY**

Program Director Review	_____
Agency Approval	_____

ENTRY TRACK

Final Evaluation Report

FINANCIAL

This report should reflect only those revenues and expenses directly related to the grant.

ACTUAL EXPENSES	Original Budget	Actual Cash Expenses	ICA Grant
Personnel, Administrative			
Production			
Outside Fees & Services			
Space/Facilities/Equipment Rental			
Travel			
City Taxes Paid			
State Taxes Paid			
Federal Taxes Paid			
Marketing/Promotion			
Other Expenses			
TOTAL EXPENSES			

ACTUAL REVENUE		
Admissions (ticket sales)		
Contracted Services		
Corporate Support		
Foundation Support		
Other Private Support		
Government Support, Federal		
Government Support, State/Regional		
Government Support, Local		
Other Revenue		
Cash (on hand)		
SUBTOTAL		
ICA GRANT AWARD		
TOTAL REVENUE		

ACTUAL IN-KIND MATCH: please include value of contribution (attach itemization)

Description	Contributor	Additional Information	Value
<i>Example: facility rental</i>	<i>Acme Hotel</i>	<i>for workshop</i>	<i>\$500</i>
TOTAL IN-KIND MATCH			