

PUBLIC PROGRAMS IN THE ARTS

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, or other material documenting 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.
- 13) A copy of the required cash flow report.

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 _____

PUBLIC PROGRAMS IN THE ARTS Final Evaluation Report

FINANCIAL

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

ACTUAL GRANT EXPENSES	ICA Grant	
Personnel, Administrative		TOTAL EXPENSES
Production		[]
Outside Fees & Services		ICA grant + all other Expenses
Space/Facilities/Equipment Rental		
Travel		TOTAL REVENUE
Marketing/Promotion		[]
Other Expenses		ICA grant + all other Revenue
TOTAL GRANT EXPENSES		

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			[]