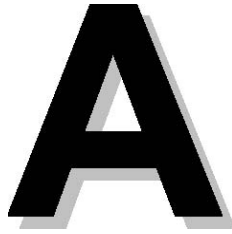


**ALABAMA STATE COUNCIL ON THE ARTS  
FINAL REPORTING FORMS  
For Organization/School Grants**



**INSTRUCTIONS**

Use this form to report final expenditures for all organizational/school grants

NOTE: Arts In Education grants and Cultural Facilities Grants require the completion of a supplemental form, which is attached. See pages A-7 & A-8 respectively.

Print or type the requested information.

Final reports are due thirty (30) days following the completion of the funded project or activity. If your organization will be filing a report after August 1, it is imperative that you inform your program manager to insure that funds are encumbered for your grant. Funds may not be available for payment requests that are received after September 1.

Final reports are considered late if they are received more than 30 days after the project date specified in the grant application. We cannot process additional grants for your organization if final reports are late or you fail to file a final report. You will be ineligible for future grants until a final report is received.

Cancelled checks and/or invoices for project expenditures totaling the grant amount plus the required match must be included in order for the report to be complete. A notarized statement of expenditures will be accepted if cancelled checks are not available within the 30-day reporting time frame. In-kind services that are part of the match must be documented. Call your program manager if you have questions.

You are required to maintain all records, including cancelled checks, associated with this grant for a period of three (3) years following the submission of your final report.

Mail, along with supporting material to:

**Final Report Processing  
Alabama State Council on the Arts  
201 Monroe Street, Suite 110,  
Montgomery, AL 36130-1800**

# Alabama State Council STAFF DIRECTORY

Telephone: 334-242-4076

Fax: 334-240-3269

General Email: [staff@arts.alabama.gov](mailto:staff@arts.alabama.gov)

Website: [www.arts.alabama.gov](http://www.arts.alabama.gov)

## Program Managers

### Arts in Education

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### Visual Arts

QÈ ^ Á ãlãæ • [ } , HI EG GE FÍ €  
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### Grants Office

Wanda B. DeJarnette, HI EG GE FHU  
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## Administrative

Òlã óS} ã @, ExecÈDirector, HI EG GE FÍ Í  
[^lã óS} ã @@arts.alabama.gov](mailto:^lã óS} ã @@arts.alabama.gov)

Deputy Director ÁQ Á^Á^c!{ ã ^ãD

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**ALABAMA STATE COUNCIL ON THE ARTS  
FINAL REPORTING FORMS  
For Organization/School Grants**

1. Organization/School: \_\_\_\_\_
2. Federal Identification Number: \_\_\_\_\_
3. Grant Award Number: \_\_\_\_\_ Program Identification Number: \_\_\_\_\_
4. Amount of Grant: \_\_\_\_\_
5. Project Title: \_\_\_\_\_
6. What were the actual starting and ending dates for this project?  
Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

**Grantee and Project Race/Ethnicity:**

This information is collected at the request of our federal funding sources and will be reported for statistical purposes as a part of our reports on the expenditure of federal funds. If you have any questions or wish additional information, please call your program manager. Please use these codes to answer the following two questions.

Code Characteristics:

- 99 No Single Group; Multi-Racial ("A 'Multi-Racial' organization is one that employs, is directed by, or represents people of various races or ethnicities, and hence may not specifically represent the cultures, traditions, or values of any particular race or ethnicity.")
- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaskan Native
- P Native Hawaiian/Pacific Islander
- W White, not Hispanic

7. Which of the above codes best describes the race/ethnicity of your organization? An organization should be racially classified according to the characteristics of its staff or its board of directors or its membership. That is, if at least half of its staff OR its board OR half of its membership belong to one of the listed racial groups, then the organization is to be coded with that race/ethnicity classification.
8. Which of the above codes best describes the race/ethnicity of your funded project? ("Grantees should indicate if funded projects clearly emphasize or reflect the traditions or cultures of any particular race. Projects that do not clearly reflect the culture or traditions of a particular race should be coded as M.")

# ALABAMA STATE COUNCIL ON THE ARTS FINAL REPORTING FORMS For Organizational/School Grants

Income Summary - Please reference your grant application, Form 2, Section G, to complete the following chart.

Income source	Projected as Shown In Application (Section G)	Actual Income
<b>Revenue</b>		
1. Admissions		
2. Contracted Services		
3. Other revenue		
<b>Donations &amp; Grants</b>		
4. Corporate Support		
5. Foundation Support		
5a. Southern Arts Federation		
6. Other Private Support		
7. Government Support		
7a. Federal (includes NEA)		
7b. State (excludes ASCA grant)		
7c. County		
7d. City		
<b>Other Income</b>		
8. Applicant Cash		
9. Other		
9a. Other		
9b. Other		
<b>Income Totals</b>		
10. Total Cash Income (add lines 1-9)		
11. Total in-kind contributions		
12. Total Income/Match (add lines 10 and 11)		
13. ASCA Grant	(request:)	(actual:)
14. Total Project Income: (add lines 10 and 11)		

Where major variations (20%) are noted between projected and actual amounts, please explain:

**ALABAMA STATE COUNCIL ON THE ARTS  
FINAL REPORTING FORMS  
For Organizational/School Grants**

Expenditure Summary. For projected expenses refer to original application Form 2, Section H. Attach appropriate documentation including cancelled checks or invoices which when totaled equal your total expenses listed under #12 below. Note: Your total expenses must equal the grant award plus the match requirement.

Expense Category	A Projected Expenses	B Actual Cash Expenses	C Actual Inkind Expenses
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11. Totals			
12. Total Actual Expenses ( Add columns B & C)			
Actual Expenses should equal Actual Income reported on "Income Summary": previous page, Line 14; and Total Project Income below.			

Where major variations are noted (20%) between projected and actual amounts, please provide an explanation:

Summary of Actual Income

ASCA Grant Amount	
Total Cash Income (from A-2, Line 10)	
Total Inkind Income (from A-2, Line 11)	
Total Project Income (add the above 3 categories)	

**OFFICE USE ONLY**

**ALABAMA STATE COUNCIL ON THE ARTS  
FINAL REPORTING FORMS  
For Organizational/School Grants**

Statistical Information. Provide your best estimate for the following: Projected figures are found on the application Form 2, Section B, Number 5.

	Proposed	Actual
How many schools benefited from this project?		
How many teachers benefited from this project?		
How many youth (under age 18) benefited from this project?		
How many artists participated in this project?		
What is the total number of individuals benefiting from this project?		
How many full time paid persons (including staff and guest artists) were involved in this project?		
How many part time paid persons (including staff and guest artists) were involved in this project?		
How many active volunteers were involved in this project?		
How many educational services or components (including regular classes, master classes, in-class workshops, lectures, tours, pre/post-performance discussions) were included in this project?		
What were the total number of public performances, exhibitions and activities included in this project?		
Attendance: What is the total attendance for all the events listed above for this project. (Please include educational services and components.)		
If there was an admission charge or workshop fee for participants, what was the range of ticket prices/fees?		

List all counties, schools, communities and groups that were involved in the implementation of this activity. Indicate by number if they are (1) located in an urban area (2) located in a rural area (3) located in a culturally underserved area or involved a culturally underserved group or art form, or (4) involved students or campus locations.

**ALABAMA STATE COUNCIL ON THE ARTS  
FINAL REPORTING FORMS  
For Organization/School Grants**

Your proposed application: (1) how did your project vary from your proposal, including your activities and accomplishments under this grant; (2) provide information on artistic quality and community involvement; (3) provide an evaluation of the project and the methods used to produce your evaluation; (4) address any portions of the project that did not meet expectations; and (5) provide ways that this grant furthered the mission and goals of your organization and the mission and goals of the State Arts Council. (Attach additional pages if necessary)

Was the State Arts Council credited in your printed publicity materials? What method did you use to inform your legislators about the grant? In your narrative, please tell us about an outcome or achievement of which you are particularly proud?

**ALABAMA STATE COUNCIL ON THE ARTS  
FINAL REPORTING FORMS  
For Organization/School Grants**

**Request for payment**

Organization/School: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Grant Award Number: \_\_\_\_\_ Program Identification Number: \_\_\_\_\_

Amount of Grant:                 \$                 \_\_\_\_\_

Total Project Expenditures:                 \$ \_\_\_\_\_

Total Payments Received to date:                 \$ \_\_\_\_\_

Balance Requested:                                 \$                 \_\_\_\_\_

Organizations receiving funds from the Arts in Education Program or Arts & Cultural Facilities Program are required to provide additional attachments to this form (See A-7 & A-8).

- Attach applicable supporting materials including programs and press clippings that document that you gave credit to the Alabama State Council on the Arts for their assistance with this project. Also enclose a photograph or slide of the activity that is suitable for publication.
- The State Arts Council would like to include your board members and staff on our mailing list. to receive our quarterly magazine. Please attach a current mailing list.

**Certification:** I certify that the foregoing information is true and correct and that expenditures were incurred solely for the purpose of the above referenced grant.

\_\_\_\_\_  
Print Name: Project Director                                 Signature                                 Date

\_\_\_\_\_  
Print Name: Authorizing Official                                 Signature                                 Date

Date Final Report Received _____
Program Manager Review _____
Approved for Payment _____

Please complete the duplicate form (with signatures) immediately following.  
Copy 1 (ASCA Grant Files)



# ALABAMA STATE COUNCIL ON THE ARTS FINAL REPORTING FORMS For Organization/School Grants

## Request for payment

Organization/School: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Grant Award Number: \_\_\_\_\_ Program Identification Number: \_\_\_\_\_

Amount of Grant:                 \$                 \_\_\_\_\_

Total Project Expenditures:                 \$ \_\_\_\_\_

Total Payments Received to date:                 \$ \_\_\_\_\_

Balance Requested:                                 \$                 \_\_\_\_\_

Organizations receiving funds from the Arts in Education Program or Arts & Cultural Facilities Program are required to provide additional attachments to this form (See A-7 & A-8).

- Attach applicable supporting materials including programs and press clippings that document that you gave credit to the Alabama State Council on the Arts for their assistance with this project. Also enclose a photograph or slide of the activity that is suitable for publication.
- The State Arts Council would like to include your board members and staff on our mailing list, to receive our quarterly magazine. Please attach a current mailing list.

**Certification:** I certify that the foregoing information is true and correct and that expenditures were incurred solely for the purpose of the above referenced grant.

_____	_____	_____
Print Name: Project Director	Signature	Date

_____	_____	_____
Print Name: Authorizing Official	Signature	Date

Date Final Report Received \_\_\_\_\_

Program Manager Review \_\_\_\_\_

Approved for Payment \_\_\_\_\_

**ALABAMA STATE COUNCIL ON THE ARTS**  
**FINAL REPORTING FORMS**  
**Supplemental Information for Arts in Education Grants**

Recipients of Arts in Education grants are required to provide the following additional information that will be included in our reports to agencies that provided a portion of the funding for this grant. Attach this information to your completed Form A.

On separate sheets of paper, provide narrative responses to any of the following requests that relate to your project:

1. Briefly describe the actual activities supported by this grant, including artistic merit, cultural diversity and instructional content. What do you consider a highlight ?
2. Were you able to meet your objective, as stated in your proposal? Please explain your successes and challenges.
3. Please describe the tools you employed to assess learning in the arts (and non-arts) and summarize your findings. You may wish to include copies of these results with your report.
4. Were you able to collect data to track how these activities supported school reform, such as test scores, attendance, discipline referrals, quality of school culture, etc? If so, please describe and summarize the evidence you collected.
5. Please describe any collaborations and/or partnerships between school personnel, communities, artists and arts organizations that occurred or were established as a result of this grant.
6. What do you consider to be the long-term impact of the activities that were supported by this grant? What methods were used to share your successes? How did you provide a means for sustainability and growth in the future (beyond the period of this funding cycle)?
7. Please describe adaptations and/or personnel provided for any special needs students/teachers involved in these activities. What was the impact for this population?

If possible please send samples of student work, accompanied by assessment tools, such as standards addressed, rubrics, artist statements, etc. Also attach copies of curriculum documents generated for the project, and any publications, such as newspaper articles, press releases and letters to legislators. Good quality digital photos are always appreciated and may be used in ASCA publications. Keep copies of these items to use for future applications, as they are useful to panels in evaluating the progress of your activities.

**ALABAMA STATE COUNCIL ON THE ARTS  
FINAL REPORTING FORMS  
Supplemental Information for Art and Cultural Facilities**

Organization: \_\_\_\_\_

Describe the work accomplished:

Describe the impact of this Art and Cultural Facilities grant on your organization's capacity to deliver programs and services and/or your community cultural development.

How did you measure the impact?

Have you informed your legislators and other public officials about this activity and the grant funding?

Yes

No

Did you let your legislators and other public officials know that this funding was from the Alabama State Council on the Arts?

Yes

No