

**ALABAMA STATE COUNCIL ON THE ARTS
FINAL REPORTING FORMS B-3
Grants to Individuals or Technical Assistance Grants**

B-3

Use this form to report final expenditures for Grants to Individuals
or to report final expenditures for Technical Assistance Grants

INSTRUCTIONS

The forms in this packet are for use by individuals. Use FINAL REPORT FORM A if you are reporting expenditures for an organization or a school or for project grants, program development grants, general operating support grants, presenting grants or arts in education grants.

Please review the enclosed Grantee Information sheet. This sheet lists the most recent information that we have regarding this grant. Please note any changes or additional information and return this form with your final report. This form also contains information that you may wish to reference while completing your final report.

Print or type the requested information.

REMINDERS

Final reports are due thirty (30) days following the completion of the funded project or activity and no later than September 30. If for any reason you may be filing your report after September 30, you must make advance arrangements with your program manager by September 1. Otherwise, funds may not be available if your final report is received after September 30.

We cannot process additional grants for you if you fail to file a final report and you will be ineligible for future grants until a final report is received.

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

ALABAMA STATE COUNCIL ON THE ARTS STAFF DIRECTORY

Telephone: 334-242-4076 Fax: 334-240-3269

General Email: staff@arts.alabama.gov

Web Site: www.arts.state.al.us

Program Managers

Arts in Education

Diana Green, ext. 241

diana.green@arts.alabama.gov

Community Arts, Design Arts & Literature

Deb Boykin, ext. 243

deb.boykin@arts.alabama.gov

Folk Arts

Joey Brackner, ext. 225

joey.brackner@arts.alabama.gov

Performing Arts

Yvette Jones-Smedley, ext. 226

yvette.jones-smedley@arts.alabama.gov

Visual Arts

Elliot Knight, ext. 250

elliott.knight@arts.alabama.gov

Grants Office

Wanda B. DeJarnette, ext. 239

wanda.dejarnette@arts.alabama.gov

Rita Gray Allen, ext. 235

ritagrays.allen@arts.alabama.gov

Administrative

Al Head, Executive Director, ext. 245

al.head@arts.alabama.gov

Barbara Edwards, Deputy Director, ext.227

barbara.edwards@arts.alabama.gov

**ALABAMA STATE COUNCIL ON THE ARTS
FINAL REPORTING FORMS B-3
Grants to Individuals or Technical Assistance Grants**

1. Name: _____

2. Social Security Number: _____

3. Grant Award Number: _____

4. Program Identification Number: _____ (Refer to your original contract)

5. Grantee Race/Ethnicity:

We have been asked to collect the following information and report the data to the National Endowment for the Arts as a part of our final report of federal fund expenditures. The information is for statistical purposes. If you have any questions or wish additional information, please call your program manager.

Which of the following most closely identifies your race/ethnicity:

(N) American Indian/Alaskan Native

(W) White, not Hispanic

(A) Asian/Pacific Islander

(M) Multi-Racial (combination of those above if no single race applies)

(B) Black, not Hispanic

(H) Hispanic

6. Briefly describe the project or activity undertaken with this grant, its successes, and not any aspects that differ from the application.

7. In what community did your project or activities take place?

8. Were additional people (such as artists, the general public or students) affected by your project? If so, please identify the groups and explain their involvement. Please estimate the total number of people affected by this grant _____.

9. Attach any newspaper articles or other information about your project.

**ALABAMA STATE COUNCIL ON THE ARTS
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10. Request for payment

Name: _____

Social Security Number: _____

Total Grant Award: \$ _____

Total Grant Expenditures: \$ _____

Amount Received to date: \$ _____

Balance Requested: \$ _____

11. **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

Signature Date

STAFF USE ONLY

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

Please complete the duplicate form (with signatures) immediately following.
Copy 1 (ASCA Grant Files) Copy 2 (State Comptrollers Office for Payment Processing)

Copy 1 (ASCA Grant Files)

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