

**ALABAMA STATE COUNCIL ON THE ARTS
FINAL REPORTING FORM
Arts in the Schools: Black Belt Initiative**



School System Name: _____

Final reports are due no later than August 1

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

Arts in Education
Diana Green, 334-242-5148
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Grants Office
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FINAL REPORT FORM
Due no later than August 1

IN ORDER TO EXPEDITE YOUR PAYMENT:

The Financial Statement in this packet (page5) must be notarized.

Please enclose signed Invoice (Page 6) with correct Name and Address as registered in STAARS.
Use regular mail to send to the above address.

Thank you for your time!

Statistical Information. Provide your best estimate for the following:

Actual

How many full time paid persons (including staff and guest artists) were involved in this project?

Name of District:		
Grant Award #	Grant Award Date	Federal ID #
Superintendent:		

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?

What were the total number of public performances, exhibitions and production included in this project?

What were the total number of educational components such as classes, workshops, lectures, tours, field trips, etc. included in this project?

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?

If there were any admission charges, what was the range of ticket prices?

List all schools, communities and groups that were involved in the implementation of this activity.

Were there any special efforts to involve students with special needs? Yes No

Estimate how many students were experiencing arts education for the first time: ____%

Did you obtain local publicity for your activities? Yes No
(If yes, please attach copies)

Do you feel this initiative generated interest in arts education in your schools (particularly among students and teachers)? Yes No

Would you participate in this Initiative again? Yes No

Actual Project Activities

Please describe the activities that took place as funded by this program:

Please summarize the benefits that occurred during the grant cycle as it relates to student learning, teacher professional development, and overall school culture. Please include specific stories and/or surprises that were outside your expectations:

LOGIC MODEL FOLLOW UP

Please refer to the Logic Model you created with your initial application to create the Follow Up

Please Identify the AL Consortium goal that you chose to address with your project:

- Build expectations for the arts to enhance economy, community, and quality of life (includes messaging, advocacy and impacting policy)
- Provide both virtual and actual access and equity to quality arts learning for all students (includes standards based sequential learning by qualified arts educators)
- Advance arts education opportunities to facilitate college and career readiness (includes arts integration as innovative, multi-disciplinary, real world learning)
- Employ the arts as a catalyst to create and maintain an engaged school and community environment (improve school culture through community partnerships)

Actual vs Intended Outcomes	Actual Resources Used	Actual Strategies Implemented	Review and Evaluation	Recommendations Next Steps

Name of Grantee: _____

ACTUAL FINANCIAL REPORT

Project Expenses

Please indicate the actual cost of the project, including both cash and in-kind expenses. Most grant awards require a dollar for dollar match. Your total expenses reported will be a combination of the Grant Award (Column A), Applicant/Other cash (Column B) and In-Kind donated goods and services that have a cash value (Column C). You may not include expenses for food under Column A.

EXPENSE CATEGORY		Column A ASCA GRANT	Column B CASH	Column C IN-KIND
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11	Total Expenses paid by ASCA Grant (Column A)			
12	Total Cash Expenses (Column B)			
13	Total In-Kind Expenses (Column C)			
14	Total Matching Funds Expended (Columns B+C))			
15	Total Project Expenses (Columns A+B+C)			

Project Income

Please indicate only the income used to cover expenses listed above.

INCOME CATEGORY		Column A ASCA GRANT	Column B CASH	Column C IN-KIND
1	ASCA Grant Award			
2	Earned Income (ticket sales, fees)			
3	Cash Donations and Other Grants (do not include ASCA grant here)			
4	Applicant Cash			
5	Other (please specify)			
6				
7	Total Applicant Cash Match (Column B)			
8	Total In-Kind Goods and Services			
9	Total Project Income (Column A+B+C; should be the same as Line 15 above)			

NOTARIZED STATEMENT OF INCOME AND EXPENSES

I certify that the above information reflects the total accounting of income and expenses for ASCA Grant # _____.

This document is an official record of our organization's actual cash receipts and cash payments, and the cash value of in-kind goods and services.

Signature of Board Chairperson or Authorized Official

The above Certification (signature) was signed in my presence by
Board Chairperson or Authorized Certifying Official.

State of Alabama County of _____

Sworn to (or affirmed) and subscribed before me this

_____ day of _____, _____
(date) (month) (year)

Notary Seal

by _____
(Signature of Notary Official)

My commission expires: _____

INVOICE AND REQUEST FOR PAYMENT

Grant No: _____

REMIT TO:

Name of School System as registered in STAARS: _____

Address as registered in STAARS: _____

Attention: _____

STAARS Vendor Code Number: _____

TO: Alabama State Council on the Arts

A. Total Grant Amount \$ _____

B. Less Any Prior Payment _____

C. Balance to Date _____

D. Balance Requested _____

Authorizing Official

Approved for Payment:

Wanda DeJarnette, Grants/Fiscal Officer