

INSTRUCTIONS FOR COMPLETING THE FY2010 FINAL GRANT REPORT

READ INSTRUCTION BEFORE STARTING FINAL GRANT REPORT

For assistance in completing this report, please contact Bobbie Garver or April Blevins at the Indiana Arts Commission (IAC) office: Bobbie Garver 317/232-1283 or bgarver@iac.in.gov or April Blevins 317/232-1278 or ablevins@iac.in.gov

SUBMITTING THE REPORT

The Final Grant Report is due 30 days following the last day of the project period, and no later than May 14, 2010. Failure to submit a final grant report on time will make the grantee ineligible to apply for future grant support from the Indiana Arts Commission.

1. GRANTEE INFORMATION

Grant Number: Enter the code that the IAC has assigned to this grant.

Type of Grant: Check the line corresponding to the grant category.

Name of Organization: Enter the full legal name of the nonprofit tax-exempt organization that received the grant.

Contact Person: Enter the name, title, email address, and telephone number of the person the IAC should contact with questions regarding this report.

2. CONTRACT COMPLIANCE

Check "Yes" or "No", to indicate if significant changes have been made to the project as presented in your Project Budget and Budget Modification (You are held accountable to the figures submitted on the Budget Modification Form submitted with your signed contract). Significant changes include a 10% variance in budgeted income or expenses, and/or major changes in the project's goals, methods, personnel, facilities, and dates.

3. ASSURANCES

This section must be signed and dated by a person who is **legally** authorized to file this report on behalf of the grantee organization, such as: board chairperson, executive director, principal, superintendent, etc. On the line below the signature, print the name and title of the authorizing official that signed. Treasurer or project manager are not authorized signatures.

4. PROJECT FINANCIAL STATEMENT

A. ACTUAL EXPENSES

- Itemize the total expenses on the appropriate lines of the budget page, from all sources, spent on the project. Expenses and income figures are not expected to match.

Include the value of donated goods and services utilized for the project in column

B. ACTUAL INCOME

- Itemize the total cash income on the appropriate lines of the budget page received for your project or operations from all sources
- Include the **total amount (100%) of the grant received on line 26** (not just the 75% received).
- Include the value of donated goods and services contributed to the project. This figure should equal the amount in line 13. **If you have utilized in-kind as a portion of your required local match and entered that amount in this line.**

C. SURPLUS / DEFICIT

The difference between the cash cost of the project (line 14) and the cash income raised to support the project (line 29). To calculate: subtract the amount in line 14 from the amount in line 29. **If a cash surplus or deficit exists, explain on an attached page, what will be done with any proceeds or how the deficit will be covered by the organization.**

5. **PROJECT EVALUATION**

A. OUTCOMES

Please answer all four (4) items, in the space provided on the form.

Your responses to items 2.,3., and 4. will be used by the Indiana Arts Commission to “tell the story” of how the arts make a difference everyday in the lives of people in your region and in Indiana.

1. If the narrative response in items 2. and 3. includes an explanation of how and why the actual project significantly varied from the proposed project, circle “YES”.
2. Provide a concise description of the project. Include an explanation of how and why the project varied from the proposed project, if applicable.
3. Describe how the grant funds were used to support the project. If applicable, include an explanation of how and why the project varied from the proposed project. **If variance was greater than 10%, attach an itemized budget detail.**
4. Indicate documented results of the project. Check only those results which you can verify. For each item checked, provide a brief explanation/example in the space provided.

B. OUTPUTS.

1. **Geographic Area Served.**

- a. Enter the number of different (unduplicated) Indiana counties served at least one time by this project. *Example: 2 counties served.*
- b. Enter the name of each county served. *Example: Clark, Floyd.*

A county is considered "served" if: an arts activity took place in the county (festival, exhibit); an arts service was provided to residents of the county (arts calendar, newsletter); and/or a project participant resided in the county.

2. **Number and Characteristics of People Served.** On line g. of each column, enter the total number of persons served (column 1) and the total number of artists benefiting (column 3). On lines a.-f. of each column, enter the number in line g for each category. In all four columns, the sum of lines a. - f. equals g.

On lines h.,i.,j.,k., and l. of each column, enter the number and percent of the total persons served and artists benefiting represented in each category.

Persons Served: Audience, participants, students, etc. (excluding personnel and outside artists/consultants as defined in the application budget instructions).

Artists Benefiting: Artists directly involved in providing art or artistic services to the project. Include living artists whose work is represented in an exhibition.

3. **NEA Project Descriptors.** Project Descriptors is a new category that must be collected for the National Endowment for the Arts. The instructions are self-explanatory.

MATERIALS TO BE SUBMITTED

1. Submit the completed report electronically to grantsadmin@iac.in.gov. Reports should be submitted in Word (.doc) or PDF format as an attachment.
 - The report should have the name of the authorizing official in Section 3, Assurances.
 - Note: No hard copies will be accepted.

IN-KIND EXPENSE AND INCOME

Because not-for-profit organizations often receive donated materials and services (“in-kind” contributions), special accounting guidelines have been established to deal with these items. **These guidelines should be followed when the applicant includes in-kind match in the proposed budget. (*)**

- Donated MATERIALS of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (Usually value is assigned by the donor.)
- Donated SERVICES of significance should be reported if: 1) they are a normal part of a project and would be otherwise performed by paid personnel; 2) the organization exercises control over the employment and duties of the donor; and 3) there is a measurable basis for assigning a value to the service being donated.
- The following **CANNOT** be claimed as in-kind services:
 - services that are designed to be provided by volunteers;
 - periodic volunteer services for fund raising;
 - professional personnel engaged in research or training activities without pay or with a nominal allowance; and
 - value of time donated by the organization's board of directors and board committee members in carrying out governance activities.
- In-kind donations of materials and services must be able to be audited with a written record of each contribution. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item of service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization. *Grantees using in-kind as a portion of match will be required to submit documentation with their final grant reports.*

(*) Some grantees MAY NOT include in-kind as a portion of their local match requirement. Please refer to the "Local Match Requirements", in your grant guidelines booklet to verify your eligibility to provide non-cash match.