

## Arts Council of Greater Kalamazoo - Final Report

**INSTRUCTIONS:** Submit to the Arts Council of Greater Kalamazoo an original, signed copy of your Final Report, along with the requested materials and attachments in the order listed below, **within 30 days of the project's end**. Keep a copy of this report for your records. Failure to submit a final report will jeopardize future funding. Please note that Final Reports not meeting the following requirements/formatting will not be accepted.

### CHECKLIST & ASSEMBLY

- COVER SHEETS:** Complete the first two pages of this packet and place on top of your final report. For organizations, be sure that the first page is signed by the executive director or other authorized organization official. For individuals, the signature of the grantee is required. Also, be sure to complete the section below on demographics of people served.
- NARRATIVE:** See page three of this packet for more information.
- FINANCIAL STATEMENTS:** Attach a financial summary based on your original budget (or revised budget when applicable), using the included form on page two.
- ATTACHMENTS:** Include the project outcome, if any, in this portion of the final report (e.g. recordings, samples of artwork, website layouts, exhibit guides, programs, etc.) Include additional attachments that document your project. All attachments should be labeled and specifically referenced in your narrative. **No attachments will be returned.**

### APPLICANT & PROJECT INFORMATION

Select the Grant for which you are filing a Final Report: Arts Fund <input type="checkbox"/> KADI <input type="checkbox"/>			
Organization Name or Individual Grantee Name:			
Program Director (Organizations Only):		Authorizing Official, Title (Organizations Only):	
Address:		City:	State: ZIP Code:
Project Director's Telephone Number:		Grant Amount Awarded:	Project Dates:
Total # of Artists*:	Total # of MI Artists:	Total \$ to Artists*:	Total \$ to MI Artists:
# of Individuals Benefiting:	# of Youth Benefiting:	# of Participants, including Audience:	

\*Include Michigan Artists in these totals.

#### Breakdown of Participants, Including Audience and Artists

% Native Am/Alaska: _____	% Asian/Pacific Islander: _____	% Elders (Over 60): _____
% Hispanic: _____	% Caucasian: _____	% Disabled: _____
% Black: _____	% Female: _____	% Rural: _____
% General: _____	% Other (Explain): _____	

I certify that the information in this report is accurate and that no attempts have been made to falsify, misreport, or otherwise misrepresent the data contained herein.

\_\_\_\_\_  
Grantee Artist, Executive Director, or other Authorized Organization Official

\_\_\_\_\_  
Date

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## FINANCIAL STATEMENT

**INSTRUCTIONS:** Round to the nearest dollar and explain any significant changes from the original (or revised if applicable) grant budget. Attach a budget itemization for each category. **Although receipts are not required when submitting this form, be prepared to present them upon request.**

### REVENUE

List all income related to the funded project.

For organizations receiving operational grants, please itemize your unrestricted organizational income.

*Specific donors, corporations, and foundations are not necessary.*

	Category	Budgeted Amount	Actual Amount	Explanation
1.	Personal/Organizational Cash			
2.	In-Kind Donation			
3.	Cash Donation			
4.	Grant Award			
5.	Other			
6.	TOTAL			

### EXPENSES

List all expenses related to the funded project.

For organizations receiving operational grants, please itemize your expenses paid for from your unrestricted budget.

*Specifics of personnel expenses are not necessary.*

	Category	Budgeted Cash Amount	Actual Cash Amount	Budgeted In-Kind Amount	Actual In-Kind Amount
1.	Fees/Services				
2.	Artistic Fees				
3.	Space Rental				
4.	Travel				
5.	Marketing/Advertising				
6.	Supplies and Materials				
7.	Presentation/Exhibition Costs				
8.	Other				
9.	TOTAL				

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## NARRATIVE REQUIREMENTS

*Do not include this page in your final report.*

**INSTRUCTIONS:** In no more than two pages, tell how you used the grant funds. Be sure to address each of the topics listed on this page. Your narrative should be supported by and reflective of the accompanying financial data. **Whenever possible, use hard data and participant/audience feedback to support your claims.**

### 1. INTRODUCTION

*For individual artists and organizations receiving project grants:*

Describe the completed work/project. Explain in detail how the grant funds were used; list artists, producers, and collaborators; note venues, materials, etc. Indicate the timeline and large steps within the process. Detail all changes from the original grant proposal. For forms submitted online or on flash drives, PDFs and links to websites, advertisements, etc. will be accepted in place of printed documents.

*For organizations receiving operational grants:*

Explain in detail the how the grant funds were used; give details on how the funds helped the stability of your organization.

### 2. COMMUNITY

Describe the impact the granted funds had on the Kalamazoo community. Explain how your project/organization increased awareness and support of the arts in Kalamazoo. Use hard data and supporting material to illustrate community involvement.

### 3. PUBLICITY

Include copies of publicity materials as attachments. Within the narrative, reference each item and evaluate its effectiveness. Include a list of media placements and dates and social media, if applicable.

### 4. EVALUATION

Include an objective evaluation of the project. (For organizations receiving operational grants, include an objective evaluation of your efficiency in using your unrestricted income.) Identify areas of strength and elaborate on why they are strengths. Identify areas for improvement and steps toward improving them. Lastly, address whether this is a one-time or long-term project that will continue into the future.

## GRANT QUALIFICATIONS SUMMARY REQUIREMENTS

*Do not include this page in your final report.*

**INSTRUCTIONS:** In no more than one page, describe specifically how the grant funds received were used to meet the grant qualification requirements stated on the application.

**Project Grants:** Support to develop art programs with a rural, ethnic, minority, or tribal traditions component.

**Operational Grants:** Operating support covering the fixed expenses involved in running a non-profit arts organization.

**Individual Artist Grants:** Creation of new work or completion of work in progress; internship with an established artist or with an established local arts organization; arts career development.