



Arts Council of Greater Kalamazoo – Final Report Instructions

INSTRUCTIONS: Submit to the Arts Council of Greater Kalamazoo an original copy of your Final Report, along with the requested materials and attachments listed below via the SlideRoom Portal Program **Final Reports**, which can be found at <http://kalamazooarts.slideroom.org>. **Please see specific grant for final report deadlines.** 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:** The information below will be filled out via SlideRoom. Please review all the fields to make sure you can answer them before beginning your final report submission.
- NARRATIVE:** See page two of this packet for more information.
- ITEMIZED BUDGET:** Attach a financial summary based on your original budget (or revised budget when applicable) using the sample itemized budget on page 3 as a template.
- 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

The information below will be filled out via SlideRoom. Please review all the fields to make sure you can answer them before beginning your final report submission.

-The Grant Program for which you are filing a Final Report:

- Arts Fund
- KADI
- KADI Immediate Needs Minigrant
- MAGIK

-Individual Grantee Name *or* Organization Name

-Total # of Artists (include Michigan Artists)

-Address

-Total # of Michigan Artists

-City, State, Zip

-Total \$ to Artists (include Michigan Artists)

-Project Director (Organizations Only)

-Total \$ to Michigan Artists

-Authorizing Official (Organizations Only)

-# of Individuals Benefitting

-Project Directors Phone Number

-# of Youth Benefitting

-Grant Award Amount

-# of Participants, including Audience

-Project Dates

-Which audiences that were specifically targeted or impacted by your project:

- Native Hawaiian/Pacific Islander
- Middle Eastern or North African
- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic, Latino, or Spanish Origin
- White
- Female
- Male
- Non-Binary
- LGBTQ+
- Disabled
- Under age 5
- Over age 70
- Other

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 itemized budget. **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 how the grant funds were used and provide in detail 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. 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.

BUDGET REQUIREMENTS

INSTRUCTIONS: Round to the nearest dollar and explain any significant changes from the original (or revised if applicable) grant budget. Although receipts are not required when submitting this form, be prepared to present them upon request. **Total revenue must equal total expenses.**

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.*

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.*

Questions? Please contact Kristen Chesak, kchesak@kalamazooarts.org.

Use the sample itemized budget on page 3 as a guide.

Sarah Marie Jones

Itemized Project Budget Arts Council Grant

Revenue - Earned	Cash	In-Kind	Total
Single Ticket Sales	\$ 250.00		\$ 250.00
Revenue - Unearned			
Artist Contribution	\$ 2,500.00		
Corporate Support			
PNC	\$ 800.00		
Foundation Support	\$ -		
Private Support			
Individual Gifts	\$ 250.00		\$ 3,550.00
Other Unearned Revenue			
Advertising Sales	\$ 75.00		\$ 75.00
In-Kind Support			
Itemized in Expenses		\$ 975.00	\$ 975.00
Grant Request			
Arts Council Grant Request Amount	4,000.00		\$ 4,000.00
Total Cash Revenue	\$ 7,875.00	\$ 975.00	\$ 8,850.00

Expenses	Cash	In-Kind	Arts Council Grant Share	Total
Fees/Services				
Artist Fees				
John Smith, Musician	\$ 500.00		\$ 500.00	
Jane Doe, Visual Artist	\$ 500.00		\$ 500.00	
Framing				
We Frame U	\$ 500.00			\$ 1,500.00
Marketing				
Newspaper Ad	\$ 500.00			
Postcard	\$ 400.00			\$ 900.00
Space Rental				
Studio	\$ 500.00			
Auditorium		\$ 975.00		\$ 1,475.00
Supplies & Materials				
Paint Supplies	\$ 2,500.00		\$ 1,500.00	
Metal Supplies	\$ 2,155.00		\$ 1,500.00	\$ 4,655.00
Other Expenses				
Postage	\$ 50.00			
Telephone	\$ 75.00			
Travel	\$ 195.00			\$ 320.00
Total Expenses	\$ 7,875.00	\$ 975.00	\$ 4,000.00	\$ 8,850.00