

# Final Report

For General Program Support, Specific Cultural Project, or Fast Track grants.

## Grant Details

**Please review the original application when answering these questions.**

### 1. Activities

Detail the title, location, and descriptions of the grant activities including objectives and methods. Division staff will review this section to determine if the original proposal activities have been completed.

### 2. Evaluation

State how you evaluated the program or project.

1. **Describe how the evaluation was conducted** (who conducted the evaluation and who the evaluation targeted)
2. Describe the **methods** used to collect participant feedback (surveys, evaluation forms, or interviews for example)
3. **Describe when** the evaluation took place (during or after the activity)
4. Describe the **findings** (such as participation data, survey results or representative anecdotal comments and
5. **Describe how the findings will be used** in future activities

Include information on troubleshooting sessions with staff and participants. You may include samples of the evaluation tools, participant responses and other documentation (reviews, attendance counts, research resulting from evaluation) in your support materials.

### 3. Support Materials

## Support Materials List

List the materials you plan to submit with your final report. Please do not submit more than three (3) support documents.

Complete the support materials list using the following definitions.

- **Title:** A few brief but descriptive words. Example: "Support Letter from John Doe".
- **Description:** (optional) Additional details about the support materials that may be helpful to staff or panelists. Identify any works or artists featured in the materials. For larger documents, please indicate page number for DCA credit statement and/or logo.
- **File:** The file selected from your computer. For uploaded materials only. The following sizes and formats are allowed.

Content Type	Format/extension	Maximum size
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Images	.jpg or .gif	5 MB
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documents	.pdf or .txt	10 MB
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audio	.mp3	10 MB
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video	.mp4, .mov or .wmv	200 MB
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Materials must include at least one item that will show that the Department of State, Division of Cultural Affairs and National Endowment for the Arts was credited as a sponsor for grant activities. In addition, include at least one document that shows the use of accessibility symbols.

Images submitted may be used by the division in reporting or publications.

Please note that any materials sent are public record.

## Grant Impact

Your impact numbers should be as accurate as possible. **Please do not provide inflated numbers.** We recommend you keep a worksheet in your grant file of how you arrived at each of the numbers reported and an explanation of difference between actual numbers and estimates. Division staff may ask you to provide more information, especially if actual participation figures greatly differ from estimates.

1. How many **actual events** were part of this grant?

How many different events were produced or presented within the grant period as a part of this grant?

Be sure to list different events, not performances. For example: a musical performed 10 times is only one event; a workshop performed one time is one event.

2. How many **opportunities for public participation** were part of this grant?

Each event has one or more opportunities for public participation. For example a musical performed 10 times is one event with 10 opportunities for public participation.

3. How many **total individuals** benefited?

Adults, Artists and Youth Engaged in “In-Person” Arts Experiences.

Enter the number of people who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio, cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. This number should include the values listed for youth, older adults, and artists.

a. How many Adults were engaged?

Enter the number of individuals 18 to 64 participated in arts and cultural events. This figure should reflect a portion of the total individuals benefiting.

b. How many **school based youth** benefited?

Enter the number of individuals under the age of 18 that participated in arts and cultural events through their school. This figure should reflect a portion of the total individuals benefiting.

c. How many **non-school based youth** benefited?

Enter the number of individuals under the age of 18 that participated in arts and cultural events not through their school. This figure should reflect a portion of the total individuals benefiting.

d. How many **older adults** benefited?

Enter the number of individuals over the age of 65 and over benefited from the proposal activities. This figure should reflect a portion of the total individuals benefiting.

e. How many **artists** were directly involved?

Enter the number of professional artists that were directly involved in providing artistic services specifically identified with the grant. Include living artists whose work was represented in an exhibition regardless of whether the work was provided by the artist or by an institution. This figure should reflect a portion of the total individuals benefiting.

f. How many **Florida Artists** were directly involved?

Enter the number of professional Florida artists that were directly involved in providing artistic services specifically identified with the grant. Include living artists whose work was represented in an exhibition regardless of whether the work was provided by the artist or by an institution. This figure should reflect a portion of the total individuals benefiting.

4. Population Benefited by Age: (select all that apply) that made up 25% or more of the population directly benefited excluding broadcasts or other online programming.

- Children/Youth (0-18 years)
- Young Adults (19 – 24 years)
- Adults (25 – 64 years)
- Older Adults (65+ years)
- No single group made up more than 25% of the population directly benefited

5. Population Benefited by Distinct Groups: (select all that apply) that made up 25% or more of the population directly benefited excluding broadcasts or other online programming.

- Individuals with Disabilities
- Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- Individuals below the Poverty Line
- Individuals with limited English proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- No single distinct group made of more than 25% of the population directly benefited

6. Number of staff currently employed?

7. How many new staff positions or outside contractors were added during the grant period?

8. Where did the project/program **actually take place**?

Select the counties in which the project/programming actually occurred. For example, if your organization is located in Alachua County and the programming took place in Alachua as well as

the surrounding counties of Clay and St. Johns, you will list all three counties. **Please do not include counties served unless the project or programming physically took place in that county.**

[List of Florida counties]

9. What counties does your organization serve?

Select the counties in which your organization provides services. For example, if your organization is located in Alachua County and you provide resources and services in Alachua as well as the surrounding counties of Clay and St. Johns, you will list all three counties. This might include groups that visit your facility from other counties.

[List of Florida counties]

10. How many opportunities were provided for **virtual** public participation?

How many different events were produced or presented **virtually** within the grant period as a part of this grant?

11. How many **total individuals** participated in **virtual** interactions with your organization?

Enter the number of individuals that participated **virtually** in arts and cultural events.

## National Endowment for the Arts Descriptors

### 1. Project Discipline

Select the discipline that best describes the primary art form of the project or programming.

- Crafts
  - a) Clay
  - b) Fiber
  - c) Glass
  - d) Leather
  - e) Metal
  - f) Paper
  - g) Plastic
  - h) Wood
  - i) Mixed Media
- Dance
  - a) Ballet
  - b) Ethnic/Jazz (includes Folk-Inspired)
  - c) Modern
- Design Arts
  - a) Architecture
  - b) Fashion
  - c) Graphic
  - d) Industrial
  - e) Interior
  - f) Landscape Architecture
  - g) Urban/Metropolitan
- Folklife/Traditional Arts
  - a) Folk/Traditional Dance

- b) Folk/Traditional Music
  - c) Folk/Traditional Crafts and Visual Arts
  - d) Oral Traditions (includes folk/traditional storytelling)
- o Humanities
- o Interdisciplinary/Performance Art
- o Literature
  - a) Fiction
  - b) Non-Fiction
  - c) Playwriting
  - d) Poetry
- o Media Arts
  - a) Film
  - b) Audio/radio, Sound Installations
  - c) Technology/Experimental
- o Multidisciplinary
- o Music
  - a) Band
  - b) Chamber
  - c) Choral
  - d) New/Experimental/Electronic
  - e) Ethnic (includes folk-inspired)
  - f) Jazz
  - g) Popular (includes rock
  - h) Solo/Recital
  - i) Orchestral/Symphonic/Chamber Orchestra
- o Non-Arts/Humanities
- o Opera/Musical Theatre
  - a) Opera
  - b) Musical Theatre
- o Photography/Holography



- Theatre
  - a) Theatre-General: Classical/Contemporary/Experimental
  - b) Mime
  - c) Puppet
  - d) Theatre for young audiences
  - e) Storytelling
- Visual Arts
  - a) Experimental/Conceptual/New Media/New Approaches
  - b) Graphics/printmaking/book arts; do not include graphic design, see design arts for graphic design
  - c) Painting (includes watercolor)
  - d) Sculpture

## 2. Type of Activity

Select the activity type that best describes the activities of the grant.

- Acquisition
- Apprenticeship
- Arts Instruction
- Audience Services
- Broadcasting
- Building Public Awareness
- Concert/Performance/Reading
- Creation of Art
- Curriculum development/implementation
- Distribution of art (e.g., films, books, prints)
- Equipment purchase/lease/rental
- Exhibition
- Facility construction/maintenance/renovation
- Fair/Festival
- Fellowships

- Identification/Documentation
- Creation or development of a new Institution/Organization
- General program/operating support
- Marketing
- Other Residency (non-school)
- Professional development/training
- Professional support - Administrative
- Professional support - Artistic
- Publication
- Recording/Filming/Taping
- Regranting
- Repair/Restoration/Conservation
- Research/Planning
- Public Art/Percent for Art
- School Residency
- Seminar/Conference
- Stabilization/Endowment/Challenge
- Student assessment
- Technical Assistance
- Translation
- Website/Internet Development
- Writing about art (criticism)
- None of the above

3. Primary Strategic Outcome: choose one item that best describes the primary strategic outcome associated with the award. You can find more information at <https://www.arts.gov/grants-organizations/art-works/objectives>
- Creation: The Portfolio of American Art is Expanded
  - Engagement: Americans throughout the Nation Experience Art
  - Learning: Americans of all Ages Acquire Knowledge or Skills in the Arts
  - Livability: American Communities are Strengthened Through the Arts
  - Understanding: Public Knowledge and Understanding about the Contributions of the Arts are enhanced

4. Arts Education

Arts Education is an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

Choose one item which best describes the funded activities.

Arts Education Activities

- **50% or more** of grant activities are arts education
  - **Less than 50%** of grant activities are arts education
  - **None** of the grant activities involved arts education
5. Population Benefited by Race/Ethnicity. Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programming.
- American Indian/Alaska Native
  - Asian
  - Black/African American
  - Hispanic/Latino
  - Native Hawaiian/Other Pacific Islander
  - White
  - No Single Group made up more than 25% of the population directly benefited

6. Location of Project Activity.

Only include locations other than the organization's main address.

- Venue Address
- Venue City
- Venue State
- Venue Zip Code
- Number of days activities occurred

## Grant Budget

The budget form below has been pre-filled with the latest approved budget in the system (either your contract budget or your recently approved amendment). Adjust the numbers as needed until they reflect your actual expenses and income.

When the budget is complete, A (award amount) must equal your state award minus any returned funds, and the expenses column should match the income column.

### 1. Budget at a Glance

This table shows a summary of your grant budget. It will be updated each time you save.

#### Grant Budget at a Glance

Line Item	Expenses	Income
A. Award Amount		
B. Cash Match		
Cash Subtotal (A + B)		
C. Total In-Kind		
D. Total Proposal Expenses (A + B + C)		
E. Total Proposal Income (A + B + C)		

### 2. Actual Budget Expenses

**Include only expenses that specifically relate to the proposal.**

- Totals are automatically calculated but will not update until you save the page.
- **Do not enter dollar signs (\$) or commas (,)**
- You can add up to 15 detail rows for each budget category. Each row must include a description and values for columns A, B, and C.
  - **Column A** must equal your state award (**\$insert award amount**) minus any returned funds.
  - **Column B** is non-state cash.
  - **Column C** is in-kind contributions or donations. In-kind (column C) may not make up more than 25% of your Total Proposal Expenses. The maximum allowable in-kind will be Total Cash Expenses (request plus cash) divided by three (only for General

Program Support and Specific Cultural Projects). Fast Track has no limit on the amount of in-kind in the Proposal Budget.

The budget categories for Actual Budget Expenses are:

1. Personnel: Administrative
2. Personnel: Programmatic
3. Personnel: Technical/Production
4. Outside Fees & Services: Programmatic
5. Outside Feed & Services: Other
6. Space Rental
7. Travel
8. Marketing
9. Remaining Proposal Expenses

3. Actual Budget Income

**Include only income that specifically relates to the proposal.**

Totals are automatically calculated but will not update until you save the page.

**Do not enter dollar signs (\$) or commas (,)**

You can add up to 15 detail rows for each budget category. Each row must include a description and a value for non-state cash income.

**State and federal funds are not allowed in the Proposal Budget Income.** This includes any income that comes from an appropriation or grant from the State of Florida.

The categories for Actual Budget Income are:

10. Revenue: Admissions
11. Revenue: Contracted Services
12. Revenue: Other
13. Private Support: Corporate
14. Private Support: Foundation
15. Private Support: Other

16. Government Support: Regional
17. Government Support: Local/County
18. Applicant Cash

#### 4. Additional Revenue

Please account for any income received in excess of Actual Expenses. Explain how this revenue will be used

#### 5. Budget Description (optional)

Use this space to provide additional detail or information about the actual budget

### Expenditure Log

Your expenditure log is considered part of the final report and must account for all grant funds spent during the grant period. Add rows as needed. The total of column E must equal the grant amount spent for the final payment period minus any grant funds returned.

- Totals are automatically calculated but will not update until you save the page.
- **Do not enter dollar signs (\$) or commas (,)**
- Be sure to scroll right or left to complete all columns A - G
- indicates a new row that has not yet been saved
- To delete a row, make sure all fields are blank.

## Florida Single Audit Act

In accordance with Section 215.97(2)(a) and 215.97(8)(a), *Florida Statutes*, and the policies and procedures established by the Division of Arts and Culture, the grantee is required to certify annually if your organization with FEIN (insert FEIN here) expended \$750,000 or more from all combined state sources and all combined federal sources during your organization's fiscal year. If your organization has exceeded the threshold of \$750,000, your organization will be required to comply with the Florida Single Audit Act. You will be required to complete a separate certification form in dosgrants.com following the close of your fiscal year.

- I hereby acknowledge that I have read and understand the above statement and will comply with Section 215.197, *Florida Statutes*, Florida Single Audit Act and the policies and procedures established by the Division of Arts and Culture.

## Grantee Information

1. Enter UIE Number. (required)
  
2. Please verify the profile information listed below. To update all information except your FEID and department, edit your organization profile. To update FEID or department, contact your program manager.



## Grant Contact

1. The current grant contact is \_\_\_\_\_. If this is no longer correct, please enter the new name, email address and phone number of the new contact here.
  - Name
  - Phone number
  - Email

## Authorized Official

### 1. Authorized Official

Provide the name and email address of the authorized official that signed the grant contact or authorized the most recent grant amendment request.

Please note that under Florida law, e-mail addresses are public records. You must provide an email address for the authorized official but the email address that you supply will be public record.

- Name \*
- Email Address \*

### 2. New Authorized Official

If the person listed above is no longer the authorized official, provide the following information for the new official.

Please note that under Florida law, e-mail addresses are public records. You must provide an email address for the authorized official but the email address that you supply will be public record.

- Full Name
- Title
- Email Address

## Customer Service (required)

Please share any comments you have about your customer service experience.

## Certify and Submit

I have reviewed the grant report and am ready to submit. I understand that the electronic submission of this report serves as the signature of an authorized official. I understand that I will not be able to make changes to the report after it has been submitted. I also understand that all report information submitted to the Division is open for public inspection and subject to the Public Records Law (Chapter 119, *Florida Statutes*).

By submitting, I certify that this report has been reviewed by an authorized official and is true and accurate to the best of my knowledge. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

- I have read reviewed the report and read the certification and I am ready to submit.