

***This document is for reference only and is subject to change. Final reports are completed and submitted through Submittable; grantees will be notified by email when that form is available.***

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As part of the Arizona Commission on the Arts grant making process, grantees are required to complete a Final Report detailing information related to their grant award.

Final Reports help the Arizona Commission on the Arts (ACA) comply with the following:

- Document how public grant funds were used
- Meet the requirements of the state for audit compliance
- Meet requirements for ACA's receipt of funding from the National Endowment for the Arts (NEA)
- Provide information ACA can include in reports to the state, the Governor's Office, the NEA, and the National Assembly of State Arts Agencies

In this Final Report, you will find the following:

- Narrative Questions
- Demographic, Financial, and Geographic Data for Federal Reporting; this includes: Grantee Description, Project Description, Populations Benefiting, Project Finances, and Activity Locations

### **Project Grant Final Report**

*For Arts Learning Collaboration Grants, Career Advancement Grants, Festival Grants, Lifelong Arts Engagement Grants, Strengthening Schools Through Arts Partnerships*

### **GRANTEE NAME**

[TEXT BOX]

### **NARRATIVE QUESTIONS**

Responses provided below will help the Arizona Commission on the Arts understand the impact public funding has on access to the arts throughout the State of Arizona and will help the ACA assess its alignment to the agency's mission statement:

"We imagine an Arizona where everyone can participate in and experience the arts"

### **1. Tell us a story about an unexpected outcome that came about through work funded by this grant.**

Responses to Question 1 can be in written narrative, audio, or video. Please select below which type of response you would like to provide.

**Please select the following:**

- Narrative Response
- Audio/Video Response

**Narrative Response: 600 word in length (if selected)**

[TEXT AREA]

**Audio/Video Response: 4 minutes in length (if selected)**

[UPLOAD AUDIO: MP3, WAV, AAC, AIFF, M4A, OGG, FLAC, WMA]

[UPLOAD VIDEO: MP4, AVI, 3GP, WEBM, MKV, MOV, MPG, FLV, WMV, M4V]

**2. Describe three areas of growth, change, and/or development that occurred during the funding period. (400-word limit)**

*[TEXT AREA]*

**3. How can the Arizona Commission on the Arts support work for your organization going forward beyond providing grant funds? (400-word limit)**

*[TEXT AREA]*

**4. What resources would help your organization better communicate the value of public funding for the arts with your program participants, board members, community leaders, and legislators? (400-word limit)**

*[TEXT AREA]*

#### **FEDERAL REPORTING DATA**

The Arizona Commission on the Arts receives a portion of its funding from the National Endowment for the Arts (NEA). As a condition of that support, the ACA reports information on funded organizations and projects and is required to use reporting questions as provided by the NEA. Information provided in the rest of this form will be used by the Arts Commission and the NEA for reporting purposes only.

#### **GRANTEE DESCRIPTION**

**Grantee Street Address**

*[TEXT BOX]*

**Grantee City**

*[TEXT BOX]*

**Grantee Zip Code**

*[TEXT BOX]*

**Grantee Status**

Select which best describes your organization.

- Individual
- Organization – Nonprofit
- Organization – Profit
- Government – Federal
- Government – State
- Government – Regional
- Government – County
- Government – Municipal
- Government – Tribal
- None of the Above

**Data Universal Numbering System (DUNS) Number**

Please provide your school/organization's DUNS number. For more information about DUNS Numbers, please visit:

<https://www.dnb.com/duns-number.html>

*[TEXT BOX]*

## **Grantee Institution**

Please select the option that best describes the specific type of organization that received funds.

- Individual – Artist
- Individual - Non-artist
- Performing Group
- Performing Group – College/University
- Performing Group – Community
- Performing Group for Youth
- Performance Facility
- Museum – Art
- Museum – Other
- Gallery/Exhibition Space
- Cinema
- Independent Press
- Literary Magazine
- Fair/Festival
- Arts Center
- Arts Council/Agency
- Arts Service Organization
- Union/Professional Association
- School District
- School - Parent-Teacher Association
- School – Elementary
- School – Middle
- School – Secondary
- School - Vocational/Technical
- Other School
- College/University
- Library
- Historical Society/Commission
- Humanities Council/Agency
- Foundation
- Corporation/Business
- Community Service Organization
- Correctional Institution
- Health Care Facility
- Religious Organization
- Seniors' Center
- Parks and Recreation
- Government – Executive
- Government – Judicial
- Government - Legislative (House)
- Government - Legislative (Senate)
- Media – Periodical
- Media - Daily Newspaper
- Media - Weekly Newspaper

- Media – Radio
- Media – Television
- Cultural Series Organization
- School of the Arts
- Arts Camp/Institute
- Social Service Organization
- Child Care Provider
- None of the Above

**Grantee Discipline**

Please select the one item which best describes the grantee's primary area of work in the arts.

- Dance
- Music
- Opera/Music Theatre
- Theatre
- Visual Arts
- Design Arts
- Crafts
- Photography
- Media Arts
- Literature
- Interdisciplinary
- Folk/Traditional Arts
- Humanities
- Multidisciplinary
- Non-arts/Non-humanities

**PROJECT DESCRIPTION**

**NEA Primary Strategic Outcome**

Choose which best describes the PRIMARY strategic outcome associated with the award.

- Creation
- Engagement
- Learning
- Livability
- Understanding

**Project Discipline**

Choose the option that best describes the discipline which funded activities were involved. If funded activities were of a technical assistance or service nature, use the arts discipline that benefited from the award.

- Dance
- Music
- Opera/Music Theatre
- Theatre
- Visual Arts
- Design Arts

- Crafts
- Photography
- Media Arts
- Literature
- Interdisciplinary
- Folk/Traditional Arts
- Humanities
- Multidisciplinary
- Non-arts/Non-humanities

### **Type of Activity**

Select which best describes the activities of the project.

- Acquisition
- Audience Services
- Award/Fellowship
- Creation of a Work of Art
- Concert/Performance/Reading
- Exhibition
- Facility Construction, Maintenance, Renovation
- Fair/Festival
- Identification/Documentation
- Institution/Organization Establishment
- Institution/Organization Support
- Arts Instruction
- Marketing
- Professional Support – Administrative
- Professional Support – Artistic
- Recording/Filming/Taping
- Publication
- Repair/Restoration/Conservation
- Research/Planning
- School Residency
- Other Residency
- Seminar/Conference
- Equipment Purchase/Lease/Rental
- Distribution of Art
- Apprenticeship/Internship
- Regranting
- Translation
- Writing about Art
- Professional Development/Training
- Student Assessment
- Curriculum Development/Implementation
- Stabilization/Endowment/Challenge
- Building Public Awareness
- Technical Assistance
- Website/Internet Development

- Broadcasting
- Public Art/Percent for Art
- None of the Above

**Arts Education [Not applicable for ALC/LAE, and SSTAP Grant Programs]**

Arts Education: An organized and systematic education effort with the primary goal of increasing an identified learner's knowledge of an/or skills in the arts with measurable outcomes. Choose the one item which best describes the funded activities.

- 50% or more of the funded activities are arts education
- Less than 50% of the funded activities are arts education
- None of this project involves arts education

**POPULATIONS BENEFITING**

**Adults Engaged in Person**

Number of adults (ages 18 and over) 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 primarily reached through TV, radio or 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.**

[TEXT BOX]

**Children/Youth Engaged in Person**

Number of children/youths (under age 18) 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 primarily reached through TV, radio or 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.**

[TEXT BOX]

**Artists Directly Involved**

Number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution. If no artists were directly involved in providing artistic services, enter 0.

[TEXT BOX]

**Race/Ethnicity Overview**

U.S. federal government agencies must adhere to standards issued by the Office of Management and Budget (OMB) in October 1997, which specify that race and Hispanic origin (also known as ethnicity) are two separate and distinct concepts. These standards generally reflect a social definition of race and ethnicity recognized in this country, and they do not conform to any biological, anthropological, or genetic criteria. Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's ancestors before their arrival in the United States.

**Populations Benefited by Race/Ethnicity (choose all that apply)**

Select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line programming.

- American Indian/Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black/African American- A person having origins in any of the Black racial groups of Africa.
- Hispanic/Latino- People who identify their origin as Hispanic, Latino, or Spanish may be of any race.
- Native Hawaiian/Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- No single racial/ethnic group made up more than 25% of the population directly benefited.

**Population Benefited by Age (choose all that apply)**

Select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line 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.

**Population Benefited by Distinct Groups (choose all that apply)**

Select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line 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 up more than 25% of the population directly benefited.

**PROJECT FINANCES****Grant Amount Requested**

Amount requested in support of funded activities.

[TEXT BOX]

**Grant Amount Awarded**

Amount Awarded by state arts agency.

[TEXT BOX]

**Grant Amount Spent**

Actual grant amount spent.

[TEXT BOX]

**Actual Total Cash Expenses**

The total dollar amount of money spent during your most recently completed fiscal year in addition to Grant Amount Spent. This includes: (1) all personnel costs including artists, clerical and technical staff, and consultants; (2) all fees, licenses, etc.; (3) all money for space rental, travel, marketing, and advertising; (4) all capital expenditures and acquisitions; (5) all remaining costs that do not fit into the above categories.

[TEXT BOX]

**Actual Total Cash Income**

The total dollar amount of money received during your most recently completed fiscal year. This includes: (1) all federal, state, and local government funds, including those funds listed under Grant Amount Spent; (2) all corporate, foundation, and other private money; (3) all money from admissions, subscriptions, etc.; (4) all money received from the sale of services, etc., produced from this project; (5) all cash applicant has devoted to support this project; (6) all revenue derived from sales associated with the project such as concessions, parking, T-shirts, gift shop income, etc.

[TEXT BOX]

**Actual Total In-Kind Contributions**

The estimated dollar value of services or materials contributed during your most recently completed fiscal year. These services or materials may be of almost any nature, but they should never include cash contributions.

[TEXT BOX]

**ACTIVITY LOCATIONS**

This section is intended to capture geographic information where grant funded activities reached beyond the applicant's address. Please provide the following information in the table below about the location(s) at which these activities took place:

VENUE ADDRESS: Street address or Rural Route Number of the project activity. Provide mailing address only if street address is not currently being collected. For venues based at an individual's personal address, skip to VENUE STATE.

VENUE CITY: City where the venue is located.

VENUE STATE: State where the venue is located.

NUMBER OF DAYS ON WHICH ACTIVITIES OCCURRED: Estimated number of days during the funded grant period on which activities occurred at this venue.

**Activity Locations Table**

Enter the venue address, city, state, and the number of days grant funded activities occurred

[TABLE PROVIDED IN FINAL REPORT FORM]

*If there were more than 10 locations where activities took place, please contact Anastasia Freyermuth, at [afreyermuth@azarts.gov](mailto:afreyermuth@azarts.gov) or (602) 771-6529.*