



CAC 2009 Project Support (PS) Final Grant Report Instructions

This report must be submitted online through CAC's online grant application system at <http://cac.cgweb.org>. Printed reports other than the PDF generated from the online application system will not be accepted. CAC must receive the final report in order to disburse the balance of funds from the PS grant.

Deadline: No later than 30 days after completion of project (and no later than July 31, 2010).

Submission instructions:

1. Submit report electronically – you will receive an email indicating that CAC has received your report.
2. Submit one print copy of the PDF of the report with original signature page along with one set support materials to the CAC office:

Cuyahoga Arts and Culture
1501 Euclid Ave., Suite 407
Cleveland, OH 44115

Final Report Outline

Section I	Narrative Questions
Section II	Project Activity
Section III	Participants/Audiences
Section IV	Project Income
Section V	Project Expenses
Section VI	Use of CAC Funds
Section VII	Budget Narrative
Section VIII	Assurances/Signature Form

To Begin Electronic Report:

Log-in to <http://cac.cgweb.org> using the same User Name & Password as established for the online application. If you don't remember your log-in information contact CAC staff.

Click on Tab "Current Programs and Applications" (located in Navigation Bar on left hand side of screen)

Click on "Final Report PS09####" (your report # is unique to you) to begin report.

Section I. Narrative Questions

Your answers to the narrative questions should correlate to the project as outlined in your 2009 Project Support application and Project Assessment Plan (character limits for each question include spaces, punctuation, etc). For technical assistance for the online report see the “Tech Tips” page on the Online Report web page (<http://cac.cgweb.org/techtips.php#copy>).

Questions:

1. Project Title
2. Project Abstract: Briefly summarize the project (i.e. what activities were carried out, for whom, and with what results?) (Maximum 1500 characters)
3. Project Dates: List the project dates (dd/mm/yy) and the activity that happened on that date.
4. In your project assessment plan you outlined the demographics of the population you expected to receive by zip code, age range and or ethnicity. Please profile the actual population that the project did reach using zip code, age and ethnicity information (be as specific as possible).
5. List your project objectives and the activities associated with each objective. Was your planning process effective? If not, discuss what you would do differently.
6. State the first project benchmark identified in your project assessment plan. Was the project successful at meeting this goal and if so, state what supporting materials you are submitting to document this. If not, discuss why not - providing a realistic assessment.
7. State the second project benchmark identified in your project assessment plan. Was the project successful at meeting this goal and if so, state what supporting materials you are submitting to document this. If not, discuss why not - providing a realistic assessment.
8. State the third project benchmark identified in your project assessment plan. Was the project successful at meeting this goal and if so, state what supporting materials you are submitting to document this. If not, discuss why not - providing a realistic assessment.
9. Are there any other significant project accomplishments and if so, what supporting materials are you submitting to document this?

Section II Project Activity

This section asks you to record in numerical format all project activity. Documentation for how you arrived at these figures should be included in your support materials.

Section III Participants/Audiences

Enter the number of artists who actively participated in the project, including members of performing groups and living artists whose work was represented. Do NOT include technical, managerial, or administrative support. You will also need to provide the number of adults and youth/children who participated in the project as audience members, workshop participants, or other as appropriate to project activity.

Section IV Project Income

Enter actual project income from your grant application in column 1 and budgeted income for the project in column 2.

Section V Project Expenses

Enter actual project expenses from your grant application in column 1 and budgeted expenses for the project, in column 2.

Section VI Use of CAC Funds

Detail how CAC funds were spent for this project. Enter the actual expenditures of CAC funds and budgeted expenditures of CAC funds from your original application.

Section VII Budget Narrative

This section will ask for details regarding line items in the expense/income budget pages.

Questions include:

1. If any line item of the project income varied by +/-15% from the project budget you provided to CAC, please explain the variation.
2. If any line item of the project expense varied by +/-15% from the project budget you provided to CAC, please explain the variation.
3. If there was any variance from the budgeted use of CAC funds (from Section VI), please explain the variation.

Supporting Materials: Submit 1 set of select materials that best demonstrate the project funded by CAC. CAC staff will review this information in order to determine if the objectives and methods outlined in the original project proposal have been fulfilled, and if the CAC credit and publicity requirements were followed. Examples of supporting materials include critical reviews, exhibition catalogs, brochures/programs, other promotional materials, season schedules, literary publications. Also attach samples of educational materials, including but not limited to curriculum development, assessments, study guides, evaluations from students, professional materials, DVD, photographs and/or footage of the project.

Tip: Limit supporting materials to no more than 5 examples. For example, if grant funds were used for an entire season of concerts, there is no need to send each concert program. A single (sample) program accompanied by a season schedule will demonstrate the scope of the activities and the sponsorship statement. (Maximum 1,000 characters)

Section VIII Assurances/Signature Form

When you print the PDF of the Final Report, submit this page with original signatures of two different authorizing officials: Chairman, President or Board member and, authorized Staff member.