



CAC 2011 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 January 30, 2012).

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 the original signature page and one set of support materials to: Cuyahoga Arts & Culture, 1501 Euclid Avenue, Suite 407, Cleveland, OH 44115.

Final Report Outline

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

To Begin Electronic Report:

1. 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.
2. Click on Tab "Current Programs and Applications" (located in Navigation Bar on left hand side of screen)
3. Click on "Final Report PS11####" (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 2011 Project Support application (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. Describe your project and how it was implemented.
3. List the project dates (dd/mm/yy) and the activity that happened on that date.
4. List the locations where the project activity took place. Please use street address, city and zip code for each location.
5. Describe the effect of this grant on your organization, its mission, vision and goals.
6. How did the project impact the community you serve?
7. What tools were utilized to evaluate the project and what did you learn?
8. Describe how your project was marketed. Provide relevant examples of marketing materials with support materials.
9. Support Materials:
 - Submit one (1) set of select materials that best demonstrate the project funded by CAC. This information will be reviewed in order to verify that 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.

Support Materials (Continued):

- Budget Items: Submit one (1) set of materials that support the income and expense details. All materials must be reflective of costs during the CAC grant period.
- Matching Funds: For income, submit support materials documenting receipt of matching funds. For example, if a grant was received, enclose a copy of the letter from organization, indicating amount of grant, time period, and purpose. If this documentation was submitted with the Advance Payment form, simply note that this was the case. In the case of Earned Income generated, submit copies of ledger statements, tuition receipts, etc.

Section II Project Activity and Participation

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.

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 III Project Income

Enter actual project income from your grant application in column 1 and budgeted income for the project in column 2. The column 2 figures should match the application or approved supplement. All income figures should reflect direct project costs that occur within grant period.

Section IV Project Expenses

Enter actual project expenses from your grant application in column 1 and budgeted expenses for the project, in column 2. The column 2 figures should match the application or approved supplement. All expense figures should reflect direct project costs that occur within grant period.

Section V 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 VI Budget Narrative

This section will ask for details regarding line items in the income/expense columns of project budget pages. Questions include the following:

1. List each contributed income source by name and dollar amount.
2. If any line item of the project income varied by +/-15% from the project budget you provided to CAC, please explain the variation.
3. Provide details on expense items. Include the following:
 - Paid Staff: List staff position, time spent on project, and rate, and total amount paid.
 - Outside Fees: List each outside person paid, their position, amount, and time spent on project.
4. Provide details on Other Expenses:
 - If expenses are listed under the line item for "other", please itemize.
5. If any line item of the project expense varied by +/-15% from the project budget you provided to CAC, please explain the variation.
6. If there was any variance from the budgeted use of CAC funds (from Section VI), please explain the variation.

Section VII 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.