

# Instructions for Project Support Final Reports

Greater Columbus Arts Council/City of Columbus Grants Program  
100 E Broad Street, Ste. 2250 • Columbus, Ohio 43215 • (614) 224-2606  
[www.gcac.org](http://www.gcac.org)

**Final Reports are due 30 days after the Project End Date. Incomplete Final Reports WILL DELAY PAYMENT.**

## **PAGE A: Applicant Information**

### **1. Organization**

#### *1.1 Name*

List the name of the organization as it appears on the original application. If the applicant organization served as the project's fiscal agent, include and label clearly the names, addresses, and other contact information for both the fiscal agent and the organization or individual responsible for the project's execution

#### *1.2 Address, Phone, Fax, Email & Website*

List the address, phone, fax and email of the organization/fiscal agent.

### **2. Contact Person**

#### *2.1 Contact Name & Title*

List the name of the contact person for the project.

#### *2.2 Business Phone, Other Phone, Fax, & Email*

List the phone number(s), fax, and email where GCAC staff may reach the contact person to discuss the application, or to leave a message that will receive a timely response.

### **3. General Project Information**

#### *3.1 Application Number*

List the application number assigned to your project, which appears on the signed GCAC grant agreement.

#### *3.2 Project Title*

List the title of the project, as it appears on the original application.

#### *3.3 Activity End Date (Application)*

List the projected activity end date, as it appears on the original application.

#### *3.4 Activity End Date (Actual)*

List the date on which the project ended. If this date is more than thirty (30) days past the projected activity end date (and if the organization did not apply for a project extension), attach a brief explanation for the delay.

#### *3.5 Services to Audiences*

List the total number of activities or events for this project, and the total number of audience members served by this project. Also provide, on a separate attachment, a breakout of the number of audience members for each activity.

#### *3.6 In-kind Donations/Services*

Provide the total value of in-kind donations/services for this project. To itemize, see Appendix 1.

#### *3.7 Fiscal Year Dates*

Provide the beginning and ending dates of the organization's fiscal year.

#### *3.8 Total Grant*

Provide the total amount of the GCAC grant, as it appears on the signed grant agreement.

#### *3.9 Payment Received*

Provide the amount of any advance payment of the GCAC grant already received. If no advance payment has been received, enter "0."



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### 3.10 *Payment Received*

Provide the Amount of the GCAC grant that is now due to the grantee.

## 4. **Certification**

Beneath the paragraph of certification, provide the name, title, original signature, and date of signature for both the project's authorizing official and project's director.

The project's authorizing official is the person authorized to enter the grantee organization into a contractual obligation. The project's director is the person responsible for the project's implementation and completion.

These signatures certify that the project's authorizing official and project's director agree with the statement of certification.

## **PAGE B: Project Implementation & Evaluation (No form provided, use your own paper)**

**Label the second page "Page B" and provide the following information on your own paper.**

### → **Project Implementation**

Provide the name of the applicant as it appears in page A, section 1. If the applicant organization does business under a different name, list that name as "d.b.a." in parentheses beside the legal name.

#### **ARTISTIC**

- ✓ Which specific artistic objectives of this project, as described in the original application, were met or completed?
- ✓ Which artistic objectives were **not** met or completed?

#### **MARKETING & AUDIENCE**

- ✓ Which marketing objectives of this project, as described in the original application, were met or completed?
- ✓ What goals for community participation in this project, as described in the original application, were realized?
- ✓ Which of these objectives were not met or completed?

#### **GENERAL**

- ✓ What specific parts of this project, in retrospect, might have been implemented differently?

### → **Project Evaluation**

Describe how the project was evaluated.

### → **Future Planning**

What are your organization's future plans in regard to this project, or how will the outcomes of this project influence your organization in the future?

## **PAGE C: Expense & Income Budgets**

### → **Expense Line Items**

#### *Line Items 1-11*

See page 12 of the *GCAC Project Support Application Forms & Instructions* for descriptions of the line items 1 through 11.

#### *Line Item 12 (Column Totals)*

Provide a total for columns A & B on this line.



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## → Expense Columns

### *Column A (Actual Expense)*

Place in this column the exact amount of project expenses. Include expenses that the organization has already paid, as well as expenses that the organization owes for this project. **Do not include in-kind expenses anywhere on expense line items 1-10.**

### *Column B (Budgeted Expense)*

Place in this column the budgeted project expenses for each line item **as they appear on the original GCAC Project Support Application budget.**

### *Box C11 (Variance in dollars)*

Calculate the dollar amount of Total Actual Expenses minus Total Budgeted Expenses (Expense Column A Total minus Expense Column B Total).

### *Box D11 (Percentage Variance)*

Calculate the value of Box C11 divided by Box B11. If the value exceeds 15% (either positive **or** negative), **attach a brief explanation of the variance.**

Example: If the project's total actual expenses (Box A11) were \$30,000, and the total budgeted expenses (Box B11) were \$40,000, the Variance in Dollars (Box C11) would be -10,000 ( $30,000 - 40,000 = -10,000$ ), and the Percentage Variance would be -25% ( $-10,000 \div 40,000 = -0.25 = -25\%$ ).

## → Income Line Items

### *Revenue Line Items 1-6*

See page 14 of the GCAC Project Support Application Forms & Instructions for descriptions of the revenue line items 1 through 6.

### *Support Line Items 7-12, 14*

See page 14-15 of the *GCAC Project Support Application Forms & Instructions* for descriptions of the support line items 7 through 12 and line item 14.

### *Support Line Item 13 (GCAC Grant)*

Provide the budgeted and actual grant amounts.

### *Line Item 15 (Column Totals)*

Provide the totals for columns E & F on this line.

## → Income Columns

### *Income Column E (Actual Income)*

Place in this column the exact amount of project income. Include income that the organization has already received, as well as income that is owed to the organization for this project. **Do not include in-kind contributions anywhere on income line items 1-12.**

For line item 13, provide the amount of the GCAC grant as it appears on the GCAC letter of agreement (see page 13 of the GCAC Guidelines & Application Procedures for description of the letter of agreement). Provide the amount of the entire grant, even if no payment has actually been made by GCAC.

### *Income Column F (Budgeted Income)*

Place in this column the budgeted project income for each line item, *including GCAC Grant*, **as it appears on the original GCAC Project Support Application budget.**

### *Box G14 (Variance in dollars)*

Calculate the dollar amount of Total Actual Income minus Total Budgeted Income (Income Column E Total minus Income Column F Total).



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## *Box H14 (Percentage Variance)*

Calculate the value of Box G14 divided by Box F14. If the value exceeds 15% (either positive **or** negative), **attach a brief explanation of the variance.**

**IMPORTANT NOTE:** Repeated submission of final reports that show significant variance from the application budget, in either expense or income, may detrimentally affect funding of future applications.

## **PAGES D1 & D2: Documentation of Payment to Artists, Salaried & Non-Salaried**

### *Page D1: Personnel*

Artists who are regularly employed by or contract with your organization.

### *Page D2: Outside Fees/Services*

Artists hired for special projects/performances.

### *Local Artists*

Artists who reside within Franklin County.

### *Non-Local Artists*

Artists who live outside Franklin County.

→ **Group artists by “Artist Type,” referring to the list included with these instructions**

### → **Section 1: Local Artists**

#### *Column A (Artist Type)*

Refer to the list included with these instructions. Group all local artistic personnel or outside fees/services of the same type.

#### *Column B (Number of Artists)*

Total number of artists of the same type.

#### *Column C (Amount Paid)*

Total amount paid to artists of the same type.

#### *Column D (GCAC \$ Used)*

Total amount of GCAC funds used to pay artists of the same type.

### → **Section II: Non-local Artists**

#### *Columns E-H*

Same as corresponding Columns A-D in Section 1.

## **Supporting Materials**

### *Supporting Materials*

Submit any materials that help to show, explain, or describe the implementation of the project. Include items such as program brochures, sample catalogs, magazine/ newspaper articles, cued audio/video tapes, or other appropriate material in any medium.

### *Proof of GCAC Grant Acknowledgement*

Submit proof that GCAC's support received public acknowledgement. Grant recipients must credit GCAC's support in all printed material related to the funded project, including sites on the World Wide Web or any other presence on the Internet. Verbal credit must be given where printed credit is not possible. Failure to credit GCAC will jeopardize future grant awards.



## APPENDIX 1: In-kind Itemization

Complete this form if you received In-kind Donations/Services for this project.

**Donor (Column A)**

List the organization or individual that donated each in-kind item.

**Donation (Column B)**

List the item or service donated

**Value (Column C)**

List the monetary value of each in-kind item.

### **Final Reports are due no later than 30 Days after the project End Date**

Final Reports are due no later than 30 days after the end date listed on the GCAC Project Support Application form or the GCAC letter of agreement. Failure to complete the final report form adequately or failure to file on time will jeopardize future funding requests. All signatures on the final report must be in original ink; **photocopied or faxed final reports cannot be accepted.** Final grant payments are made approximately one month after GCAC receipt of the final report. All grant payments from GCAC are contingent upon receipt of funds transferred from the City of Columbus. Mail or hand-deliver final reports to the Grants Office of the Greater Columbus Arts Council at 100 E Broad St., Ste. 2250, Columbus, Ohio 43215.

voice: (614) 224-2606 | fax: (614) 224-7461 | email: [grants@gcac.org](mailto:grants@gcac.org) | web site: [www.gcac.org](http://www.gcac.org)

# GCAC Supplement to Operating Support/Project Support Applications

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## Artist Type

This list was adapted from the National Assembly of State Arts Agencies list of artist job types. Please refer to this list when completing the GCAC Operating Support Application and the Project Support Final Report.

<b><u>Artist Type</u></b>	<b><u>Description</u></b>
Actor	actor, mime, puppeteer
Architect/Designer	landscape architect, urban, interior, fashion designer
Artistic Director	
Choreographer	
Composer	
Conductor	
Conservator/Restorer	
Curator	
Dancer	
Director	theatre, musical
Education Director	
Educator General	
Exhibit Designer	
Graphic	graphic designer/artist
Interdisciplinary	
Media	filmmaker, video, sound
Musician	
Other	
Playwright	
Preparator	
Production Manager	
Stage Manager	
Storyteller	
Technical Director	
Technician	set, costume, lighting, makeup, carpenter, property, wardrobe, lighting, sound
Visual	
Vocal	
Writer/Poet	