

INSTRUCTIONS AND INFORMATION

- Final Reports are due within 2 months of the completion of a project. Completed final reports must be received by the final report due date in order to remain eligible to receive further funding in any grant program.
- The final report is intended to inform the Metropolitan Regional Arts Council and the State of Minnesota of the actual form, scope, impact, quality and cost of the funded grant activities; account for the use of funds; and assist MRAC in evaluating its grants and grant programs.
- Use of the term *project* in this form refers to the proposed activities, plan or proposal described in your specific application and included in your grant contract.
- The term *estimated* on the budget sheet refers to the expenses and income listed in the application and grant agreement. The term *actual* on the budget sheet refers to the actual project income and expenses. Any variation of line item expenses of more than \$500 must be explained in a narrative attachment.

I. GRANTEE INFORMATION. Confirmation of the approval of the final report will be sent to the contact person and address listed below.

Organization Name	Contact Person
Organization Address	Contact Person Day Phone
City, State, Zip	Contact e-mail
County	
Organizational Web site	
Organizational e-mail	

Check here if any of the information listed above has changed since you applied.

II. PROJECT DESCRIPTION. Briefly describe the project for which funds were provided.

III. TOTAL ACTUAL PROJECT COST _____.

TOTAL AMOUNT OF MRAC GRANT _____.

VII. ACKNOWLEDGEMENT

If have not already sent us a copy of your thank you letters to your state legislators, please do so. This is a required part of your final report. If you have already sent copies of the thank you letters, it is not necessary to do so again.

VIII. CERTIFICATION STATEMENT. Final reports will not be approved without the following signatures.

We certify that the information in this report is true and correct to the best of our knowledge.

Contact Person (print)

Contact Person (signature)

*Advisory Committee or Board Chair (print)
(signature)

*Advisory Committee or Board Chair

Fiscal Sponsor - if applicable (print)

Fiscal Sponsor - if applicable (signature)

* This signature may not be the same as that of the contact person. It must be the signature of another person who shares responsibility for the completion of the project and the accuracy of the information contained in this report.

IX. ESTIMATED AND ACTUAL EXPENSES. Explain any line item difference of more than \$500 dollars between estimated and actual expenses in an attached budget narrative. Estimated expenses are those expenses listed on the budget included in the grant application. *In-kind* goods or services are not eligible as expenses or income.

<u>EXPENSES</u>	<u>ESTIMATED</u>	<u>ACTUAL</u>
1. Personnel: (employee or contract; for employees, please provide full-time equivalents)		
a. Artistic		
_____	_____	_____
_____	_____	_____
_____	_____	_____
b. Administrative & other		
_____	_____	_____
_____	_____	_____
_____	_____	_____
c. Employee benefits & payroll taxes		
_____	_____	_____
2. Supplies	_____	_____
_____	_____	_____
_____	_____	_____
3. Printing & postage	_____	_____
_____	_____	_____
_____	_____	_____
4. Space & equipment rental	_____	_____
_____	_____	_____
_____	_____	_____
5. Transportation	_____	_____
_____	_____	_____
6. Accessibility costs	_____	_____
_____	_____	_____
7. Other (explain)	_____	_____
_____	_____	_____
_____	_____	_____
9. TOTAL EXPENSES	Estimated _____	Actual _____

Complete this form or generate your own identical form by computer.

X. ESTIMATED AND ACTUAL INCOME. Explain any line item difference of more than \$500 dollars between estimated and actual income in an attached budget narrative. Estimated income is that income listed on the budget included in the grant application. *In-kind* goods or services are not eligible as expenses or income.

<u>INCOME</u>	<u>ESTIMATED</u>	<u>ACTUAL</u>
1. Grants and contributions: <i>(Place MRAC request on line 4.)</i>		
a. Individual contributions		
_____	_____	_____
_____	_____	_____
b. Foundations and corporations <i>(You must list each foundation and corporation supporter with actual dollars received.)</i>		
_____	_____	_____
_____	_____	_____
c. Government		
_____	_____	_____
_____	_____	_____
d. Other (explain)		
_____	_____	_____
_____	_____	_____
Subtotal grants & contributions (Add lines 1a–d)	_____	_____
2. Earned Income:		
a. Sales _____	_____	_____
b. Admissions _____	_____	_____
c. Other _____	_____	_____
Subtotal Earned Income (Add lines 2a–c)	_____	_____
3. Add subtotals for parts 1& 2	_____	_____
4. Total MRAC Grant	_____	_____
5. Total Income (Add lines 3, 4 & 5)	_____	_____

Complete this form or generate your own identical form by computer.