



## INSTRUCTIONS AND INFORMATION

- Final Reports are due within 2 months of the completion of a project. Groups with overdue final reports are ineligible to apply **to any program** for further funding from MRAC until the final report is received and approved by MRAC staff.

**In order to be considered complete, final reports must be received and approved by MRAC staff.**

- The final report is intended to inform the Metropolitan Regional Arts Council 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 overall grant making 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 Person e-mail
_____ County	
_____ Organization email	
_____ Organization Web site	

- Check here if any of the information listed above has changed since you applied and has not been reported to the Metropolitan Regional Arts Council.

**II. TOTAL ACTUAL PROJECT COST**\_\_\_\_\_.

**TOTAL AMOUNT OF MRAC GRANT**\_\_\_\_\_.

**III. NARRATIVE.** On separate pages, please complete a narrative summary of the results of this project. Compare the expectations outlined in the application to what actually occurred. Include responses to the following questions as well as any other comments you wish to make. Please limit your report to a maximum of three pages.

**A. Summarize the process of your group in completing this project:**

- 1) What happened? Describe the steps in your project.
- 2) What worked/didn't work? What were the strengths/weaknesses of your process?
- 3) What, if any, major unanticipated obstacles or opportunities did your group confront during your project? What were they and what did you learn, if anything, from them ?
- 4) What changes, if any, in format and/or content were made and why?
- 5) What, if anything, would you do differently if you had the opportunity to repeat the process?

**B. Summarize the outcomes of your work completed in this project:**

- 1) Summarize the situation (need, issue, opportunity or problem) your group identified for this project.
- 2) What were the stated objectives for this project and how well were they met?
- 3) What major activities took place in this project? Who were the major participants in the activities and what were their roles?
- 4) What learning, expertise, and/or experience was gained by your staff, board or others within your group as a result of this project?
- 5) What long term or significant benefits, if any, do you anticipate for your group as a result of this project?
- 6) What long term or significant benefits, if any, do you anticipate for your audiences as a result of this project?

**C. What, if any, changes to MRAC's Organizational Development Program would you recommend?**

**IV. CASH FUNDERS OF PROJECT.** Please list the cash funders, if any, of this project other than your own group.

**V. 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)

\_\_\_\_\_  
\*Advisory Committee or Board Chair (signature)

\_\_\_\_\_  
Fiscal Agent - if applicable (print)

\_\_\_\_\_  
Fiscal Agent - 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.

**VI. ESTIMATED AND ACTUAL EXPENSES.** Any line item difference of more than \$500 dollars must be explained in a budget narrative which should be attached to this page. Estimated expenses are those expenses listed on the budget included in the grant application.

<u><b>EXPENSES</b></u>	<u><b>ESTIMATED</b></u>	<u><b>ACTUAL</b></u>
<b>1. Personnel:</b> (Include title and rate of pay or equivalent)		
a. Employee salaries & wages		
_____	_____	_____
_____	_____	_____
_____	_____	_____
b. Employee taxes & benefits		
_____	_____	_____
_____	_____	_____
_____	_____	_____
c. Professional fees, consultants		
_____	_____	_____
_____	_____	_____
<b>2. Supplies</b>		
_____	_____	_____
_____	_____	_____
<b>3. Printing &amp; postage</b>		
_____	_____	_____
_____	_____	_____
<b>4. Transportation</b>		
_____	_____	_____
_____	_____	_____
<b>5. Equipment</b>		
_____	_____	_____
_____	_____	_____
<b>6. Other expenses (explain)</b>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>7. TOTAL EXPENSES</b>		
	Estimated \$ _____	Actual \$ _____

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

**VII. ESTIMATED AND ACTUAL INCOME.** Any line item difference of more than \$500 dollars between estimated and actual income must be explained in a budget narrative which should be attached to this page. Estimated income is that income listed on the budget included in the grant application.

<u>INCOME</u>	<u>ESTIMATED</u>	<u>ACTUAL</u>
<b>1. Earned Income:</b>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>SUBTOTAL EARNED INCOME</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>2. Grants and contributions:</b>		
<i>(Place MRAC request on line 5.)</i>		
a. Individual contributions		
_____	_____	_____
_____	_____	_____
b. Foundations and corporations		
_____	_____	_____
_____	_____	_____
c. Government		
_____	_____	_____
_____	_____	_____
d. Other (explain)		
_____	_____	_____
_____	_____	_____
<b>SUBTOTAL GRANTS &amp; CONTRIBUTIONS</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>(Add lines 2a-d)</b>		
<b>3. Other</b>		
_____	_____	_____
_____	_____	_____
<b>SUBTOTAL OTHER</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>4. Add subtotals for parts 1, 2, &amp; 3</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>5. Total MRAC Grant</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>6. TOTAL INCOME</b>		
<b>(Add lines 4 &amp; 5)</b>	<b>\$ _____</b>	<b>\$ _____</b>

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