

# Awardees Final Reports

## Step 1:

Have the following information ready so that you can enter it into the final report form:

(For ARTS NONPROFITS ONLY: **Total Organizational Expenditures from most recent FY (in \$)\***)

### **Grant Award amount\***

*(How much were you awarded by this Greater Augusta Arts Council Grant?)*

### **Did you use all of the awarded funds?\***

If not spent, please explain\*

*If you did not use all of the funds awarded to you, please explain the following:*

- *what amount remains unspent*
- *why it is unspent*
- *what is your plan to either return the funds or spend them, AND*
- *by what date will that happen*

*2,500 characters limit*

### **Descriptions of project outcomes compared to the project goals**

(Project goals are stated in your original GRANT AGREEMENT, under Award Description/Purpose.)

*2,500 characters limit*

### **What Counties Were Served?\***

Check all that apply.

- Aiken
- Burke
- Columbia
- Edgefield
- Glascock
- Jefferson
- Lincoln
- McCormick
- McDuffie
- Richmond
- Taliaferro
- Warren
- Wilkes

### **Program Activity**

You will need to answer the following for all grant-related program activities:

- Where did your program activity take place? (Street Address, City, State, Zip)
- Dates of Activity (beginning to end)
- What type of activity was it?

- Audience Services
- Artwork Creation
- Concert / Performance / Reading
- Exhibition
- Fair / Festival
- Documentation
- Arts Instruction
- Administrative Support
- Artistic Support
- Recording / Filming
- Publication
- Restoration / Conservation
- Research / Planning
- School Residency
- Other Residency
- Seminar / Conference
- Distribution of Art
- Apprenticeship
- Professional Development / Training
- Curriculum Development / Implementation
- Building Public Awareness
- Technical Assistance
- Web Site / Internet Development
- Broadcasting
- Other
- What kind of venue was the programming in?
  - Nonprofit Arts Facility
  - Commercial Arts Facility
  - Elementary or Middle or High School
  - Post-Secondary School (includes Community College and/or Vocational School)
  - Other School
  - Public Library
  - Military Base or Facility
  - Correctional Institution
  - Park or Similar Outdoor Facility
  - Mass Transit Facility or Vehicle
  - Other Federal or State or Municipal Facility or Grounds
  - Healthcare Facility
  - Seniors' Center
  - Other Social Service Facility
  - TV or Radio Station

- Web site
- Printed Materials
- CDs or DVDs
- Place of Worship
- Place of Business
- Private Residence
- Other

### **Attendance Data**

- Number of individual artists compensated
- Number of other non-artist individuals compensated
- Number of individual artists hired (I-9 filing, receiving a W-2)
- Number of other non-artist individuals hired (I-9 filing, receiving a W-2)
- Number of adults engaged “in-person”
- Number children/youth engaged “in-person”
- Number of individuals engaged virtually
- Number of individuals engaged in rural Augusta River Region counties

### **Required Uploads**

- Proof of acknowledgment of the Arts Council and NEA in promotional materials
- Documentation of the completed project, in a single document, either has a compilation of photos or a snippet recorded from a performance. Do not provide links unless you can guarantee that the links are evergreen

### **Optional Uploads**

- Records of eligible expenses. You are required to maintain accounting records for three years from the submission of the final report. One way to ensure that the Arts Council HAS those records if needed is to upload them into the final report.

## **Step 2:**

Log in to the grant portal at

<https://www.grantinterface.com/Home/Logon?urlkey=cfcentralsavannah>

You will need your email address and password that you used when applying for the grant.

### **Step 3:**

Inside the space where the grant portal lists either the Greater Augusta Arts Council Project Grants to Individual Artists *or* Greater Augusta Arts Council Recovery Grants to Arts Nonprofits, there will be an area called “Follow Up Forms”, where you will see a line for “Final Report”. At the far right end of that line will be the option to EDIT.

Click on EDIT.

### **Step 4:**

Enter the required information you gathered in Step 1 into the corresponding fields in the form.

NOTE! You have the OPTION to upload the relevant records of eligible expenses incurred that are covered by this grant.

Those expenses eligible to be funded FOR INDIVIDUAL ARTISTS include:

- project-specific materials
- stipends to the artist creating the artwork [the applicant]
- employees
- contracted workers for time spent in creating and/or presenting the proposed artwork.

Those expenses eligible to be funded FOR ARTS NONPROFITS include:

- Salary support, full or partial, for one or more staff positions. Fees/stipends for artists and/or contractual personnel only in support of services they provide for specific activities in support of the organization’s day-to-day operations.
- Facilities costs such as mortgage principal, rent, and utilities.
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).

- Marketing and promotion costs.

Please do NOT upload documentation of ALL expenses in the eligible categories if the total of those expenses exceeds the grant award. Only upload documentation of expenses up to the amount your organization was awarded.

### **Step 5:**

You may save the form at any time. Do not leave without saving your work.

When you are done, and have checked that all information is correct, click on the blue “Submit Follow Up” button.

It is that easy.