Arts Council of Greater Kalamazoo – Final Report Instructions

INSTRUCTIONS: Submit to the Arts Council of Greater Kalamazoo an original copy of your Final Report, along with the requested materials and attachments listed below via the SlideRoom Portal Program **Final Reports,** which can be found at http://kalamazooarts.slideroom.com. **Please see specific grants for final report deadlines**. Keep a copy of this report for your records. Failure to submit a final report will jeopardize future funding. Please note that Final Reports not meeting the following requirements/formatting will not be accepted.

CHECKLIST & ASSEMBLY

- ❑ **COVER SHEETS:** The information below will be filled out via SlideRoom. Please review all the fields to make sure you can answer them before beginning your final report submission.
- ❑ **NARRATIVE:** See page two of this packet for more information.
- ❑ **ITEMIZED BUDGET:** Attach a financial summary based on your original budget (or revised budget when applicable) using the sample itemized budget on page 3 as a template.
- ❑ **ATTACHMENTS:** Include the project outcome, if any, in this portion of the final report (e.g., recordings, samples of artwork, website layouts, exhibit guides, programs, etc.) Include additional attachments that document your project. All attachments should be labeled and specifically referenced in your narrative. ***No attachments will be returned.***

APPLICANT & PROJECT INFORMATION

The information below will be filled out via SlideRoom. Please review all the fields to make sure you can answer them before beginning your final report submission.

-The Grant Program for which you are filing a Final Report:

- Arts Fund
- KADI
- KADI Immediate Needs Minigrant

-Individual Grantee Name *or* Organization Name

-Address

-City, State, Zip

-Project Director (Organizations Only)

-Authorizing Official (Organizations Only)

-Project Directors Phone Number

-Grant Award Amount

-Project Dates

-Total # of Artists (include Michigan Artists)

-Total # of Michigan Artists

-Total $ to Artists (include Michigan Artists)

-Total $ to Michigan Artists

-# of Individuals Benefitting

-# of Youth Benefitting

-# of Participants, including Audience

-Which audiences were specifically targeted or impacted by your project:

- Native Hawaiian/Pacific Islander
- Middle Eastern or North African
- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic, Latino, or Spanish Origin
- White
- Female
- Male
- Non-Binary
- LGBTQ+
- Disabled
- Under age 5
- Over age 70
- Other

NARRATIVE REQUIREMENTS

Do not include this page in your final report.

INSTRUCTIONS: Tell how you used the grant funds in no more than two pages. Be sure to address each of the topics listed on this page. Your narrative should be supported by and reflective of the accompanying itemized budget. **Use hard data and participant/audience feedback to support your claims whenever possible.**

1. **INTRODUCTION**

   For individual artists and organizations receiving project or professional development grants:

   Describe the completed work/project. Explain how the grant funds were used; list artists, producers, and collaborators; note venues, materials, etc. Indicate the timeline and large steps within the process. Detail all changes from the original grant proposal. For forms submitted online or on flash drives, PDFs and links to websites, advertisements, etc., will be accepted in place of printed documents.

2. **COMMUNITY**

   Describe the impact the granted funds had on the Kalamazoo Community. Explain how your project/organization increased awareness and support of the arts in Kalamazoo. Use hard data and supporting material to illustrate community involvement.

3. **PUBLICITY**

   Include copies of publicity materials as attachments. Within the narrative, reference each item and evaluate its effectiveness. Include a list of media placements and dates and social media, if applicable.

4. **EVALUATION**

   Include an objective evaluation of the project. Identify areas of strength and elaborate on why they are strengths. Identify areas for improvement and steps toward improving them. Lastly, address whether this is a one-time or long-term project that will continue.

BUDGET REQUIREMENTS

INSTRUCTIONS: Round to the nearest dollar and explain any significant changes from the original (or revised if applicable) grant budget. Although receipts are not required when submitting this form, be prepared to present them upon request. **Total revenue must equal total expenses.**

REVENUE: List all income related to the funded project or professional development opportunity.

EXPENSES: List all costs related to the funded project or professional development opportunity.

Questions? Please get in touch with Kristen Chesak, kchesak@kalamazooarts.org.

Use the sample itemized budget on page 3 as a guide.

Sample Grant Budget for ACGK Grants

Revision 2023

	Cash	ACGK Grant Funds	In-Kind	Total
Income - Earned				
Ticket Sales				**$ -**
CD Sales	$ 500.00			**$ 500.00**
Artwork Sales	$ 500.00			**$ 500.00**
Exhibition Admissions				**$ -**
				$ -
Income - Contributed				
Artist Contribution				**$ -**
Corporate Support				
Sponsorship	$ 1,250.00			**$ 1,250.00**
Foundation Support				
AMW Artist Gig Fund	$ 2,650.00			**$ 2,650.00**
Private Support				
Go Fund Me	$ 2,500.00			**$ 2,500.00**
In-Kind Support				
Itemized in Expenses			$ 1,000.00	**$ 1,000.00**
Grant Request				
ACGK Request		$ 4,000.00		**$ 4,000.00**
Total Income	$ 7,400.00	$ 4,000.00	$ 1,000.00	**$ 12,400.00**

Expenses	Cash	ACGK Grant Funds	In-Kind	Total
Artists Fees				
Bass		$ 250.00		**$ 250.00**
Violin		$ 250.00		**$ 250.00**
Cello		$ 250.00		**$ 250.00**
Viola		$ 250.00		**$ 250.00**
2 Dancers		$ 750.00		**$ 750.00**
Graphic Designer	$ 350.00		$ 500.00	**$ 850.00**
Marketing				
Newspaper	$ 750.00			**$ 750.00**
Social Media	$ 300.00			**$ 300.00**
Digital	$ 400.00			**$ 400.00**
Space Rental				
Studio			$ 500.00	**$ 500.00**
Auditorium	$ 750.00	$ 750.00		**$ 1,500.00**
Videographer	$ 2,500.00	$ 1,000.00		**$ 3,500.00**
Supplies	$ 500.00	$ 500.00		**$ 1,000.00**
Other				
Copying	$ 450.00			**$ 450.00**
Postage	$ 200.00			**$ 200.00**
Internet/Website/Cell	$ 1,200.00			**$ 1,200.00**
				$ -
Total Expense	$ 7,400.00	$ 4,000.00	$ 1,000.00	**$ 12,400.00**