



**WEST VIRGINIA COMMISSION
ON THE ARTS**

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EEO/AA Employer

American Masterpieces WV Final Report Packet

Included in the packet:
Instructions for preparation
Final Report forms Parts I - III

Part I
Final Report Cover Sheet

Part II
Final Report Project & Budget Summary

Part III
Final Report Narrative

All publications and
application forms
are available in alter-
nate formats. Contact
Accessibility Coord-
inator at 304/558-
0240 Ext.152 (voice)
304/558-3562 (TDD)



FY2012

American Masterpieces WV Final Report Instructions

All sections of the final report must be typewritten. Do not staple or bind materials. You may use paper clips to separate projects. Final Report Forms may be scanned and submitted with the original signature. Final Report Forms are also available online at <http://www.wvculture.org>

PART I

FINAL REPORT COVER SHEET – One copy of this form must accompany all America Masterpieces WV grant final reports.

- Enter applicant organization's name and address. This form requires the organization's legal name as recognized by the IRS and the WV Secretary of State.
- Enter your organizations Federal Employee Identification Number.
- For Contact Person, enter the person to be called with questions.
- Please list daytime and evening phone numbers and e-mail and website if applicable.
- Final Report Budget Summary:
- Enter Grant Amount Awarded
- Grant Amount Spent is the actual amount of awarded grant funds expended to complete the projects.
- Total Applicant Matching Cash Funds is the actual funds your organization put toward the successful completion of the funded projects, including organization cash, income from projects and other support. This is the amount from Line B on the Final Report Budget Form.
- Total Project Expenses is the sum of Line A (Total Project Expenses) for each project.
- Read the certification information carefully, sign and date in blue ink. **BE SURE** to circle the accounting method used by your organization. According to new SAGA regulations, the Final Report Cover Sheet **MUST** be notarized in the space provided by all applicants **except governmental entities** .

PART II

FINAL REPORT PROJECT & BUDGET SUMMARY – One copy of this form must accompany all American Masterpieces WV final reports. This form represents a summary of the project with actual expenses and income of the individual projects.

- Enter applicant name
- Total number of individuals benefiting from all projects and enter after actual # individuals benefiting.
- Enter the total number of youth served and total number of artists included through all funded projects.
- Enter the percentage of your community that is at or below the poverty level.
Visit <http://quickfacts.census.gov> . Select city or county to best describe your project.
- Enter the percentage of your community's non-white/culturally diverse population served. For example: if 20% of your community is non-white and 50% of that group was served enter 50%.
Determine the percentage of people with disabilities served by the project in the same manner.
- Indicate if the project was open to the public and the cost of tickets (if applicable).

Expenses:

- Personnel: enter the total amount paid to employees working on all projects.

- Total Outside Professional Services for all projects: list artists, contractors, or other professionals contracted and enter contract fees paid. Total these amounts and record under Cash Expenses.
- Travel: enter the total amount spent on travel for artist(s) (may include food and lodging) directly relating to the all projects.
- Shipping: enter the amount of shipping costs related to all projects.
- Other Fees and Services: miscellaneous expenses specific to all projects.
- Marketing: enter the amount spent on publicizing all projects.
- Remaining Operating Expenses/Space Rental: enter the total of any project expenses not addressed in the above categories to the left of the slash. To the right of the slash enter total fees paid for space rental. Enter the total of the two amounts in the right column.
- Add the Cash Expenses column. That figure is Total Project Expenses Line A.

Income:

- Enter total amount earned by your organization from admission fees and contracted services for all projects.
- Enter total figures showing the actual amount of financial support received in the form of grants, awards, donations, etc. On lines provided, list names of corporate, foundation, federal, state and local contributors.
- Applicant Cash refers to the total amount of your organization's cash put toward the projects.
- Total Cash Income column, enter on Line B Total Applicant Cash Income. Enter the Grant Amount Awarded. On Line C enter the actual amount of grant funds expended. Line B must be equal to or greater than Line C.
- Add Total Applicant Matching Cash Funds and Grant Amount Spent to get Total Cash Income on Line D. This must be equal to or greater than Line A under Expenses.

PART III

West Virginia's American Masters/Masterpieces initiative seeks to ensure that West Virginians have continued access to America's cultural legacy and an increased awareness of West Virginia's impact on that legacy through 1) increased opportunities through financial touring support for WV presenters to offer high quality touring programs with strong educational and outreach components; 2) encouraging collaborative multi-disciplinary projects featuring WV artists in innovative programs that can be toured to a minimum of three communities; 3) developing enhanced opportunities for colleges and universities to partner with arts organizations and artists to strengthen arts learning and pathways to arts careers; 4) documentation of masterworks with a final product to be shared with schools or libraries. Your organization received the American Masterpieces grant because the WV Commission on the Arts determined from your application that you were able to meet its goals. Use your narrative to tell us how you did it.

PLEASE NOTE: Be sure your narrative is concise, clear and tells your story. Attach separate sheets, typed in at least 12 point type, with no less than one inch margins. retype the headings in bold before each section of the narrative. Not to exceed four pages. Please address all points.

PART I

American Masterpieces - WV Final Report Cover Sheet

DO NOT WRITE IN THIS SPACE

Date received: _____

Application #: _____

PRN: _____

MUST BE TYPEWRITTEN

Applicant Legal Name: (Organization) _____

Address: _____

Street

City

State

County

Zip Code

FEIN # _____ Contact Person: _____

Telephone (daytime) _____ Telephone (non-bus. hours) _____

E-mail address _____ Website _____

Final Report Budget Summary:

Total Grant Amount Awarded \$ _____

Total Grant Amount Spent \$ _____

Total Applicant Matching Cash Funds \$ _____

Total Project Expenses \$ _____

Certification:

I certify that I have reviewed the grant receipts and expenditures submitted within this final report and, to the best of my knowledge and belief, said report represents all financial activities related to the receipt, use and expenditure of funds granted by the WV Commission on the Arts/WV Division of Culture and History, and that the expenditures reported were for the purposes intended and in compliance with applicable laws, regulations and the terms and conditions of the grant documents. The report of grant receipts and expenditures is presented on the **ACCRUAL/CASH (circle one - required by WV State Code)** basis of accounting and is supported by our financial records and related documentation.

Name: _____ Title: _____

Signature: _____ Date: _____

Notary required for all applicants EXCEPT governmental entities.

STATE OF WEST VIRGINIA

COUNTY OF _____

I, _____, a notary public in and for the said state, do hereby certify that _____, whose name is signed to the writing above, has this day acknowledged the same before me.

Given under my hand this _____ day of _____, 20____

My commission expires _____

Notary Public

PART II

American Masterpieces WV Final Report Project & Budget Summary

DO NOT WRITE IN THIS SPACE

Application #: _____

PRN: _____

MUST BE TYPEWRITTEN - Please complete this form as a summary of all funded projects

Applicant Name: (Organization) _____

Actual # individuals benefiting _____ Actual # Artists participating _____

Actual # youth benefiting _____ % of community at or below poverty level _____

% of non-white/culturally diverse audience served _____ % of audience with disabilities served _____

Open to the Public? ___ Yes ___ No Cost of tickets: Adults \$ _____ Students \$ _____

EXPENSES (For American Masterpieces WV Project): ACTUAL CASH EXPENSES

PERSONNEL (Your staff)

Administration/Artistic/Technical \$ _____

OUTSIDE PROFESSIONAL SERVICES

Artistic Fees & Services _____

_____ \$ _____ \$ _____

TRAVEL/SHIPPING

_____ \$ _____

OTHER FEES & SERVICES

_____ \$ _____

MARKETING

_____ \$ _____

REMAINING OPERATING EXPENSES/SPACE RENTAL

_____ \$ _____

TOTAL PROJECT EXPENSES \$ _____ LINE A

INCOME (For American Masterpieces WV Project): ACTUAL CASH INCOME

REVENUE

Admissions \$ _____

Contracted/Other Revenue \$ _____

SUPPORT

Corporate/Foundation Support \$ _____

Other Private Support \$ _____

GOVERNMENT SUPPORT (Do not include this grant request)

Federal \$ _____

State/Regional \$ _____

Local \$ _____

APPLICANT CASH

_____ \$ _____

TOTAL APPLICANT MATCHING CASH FUNDS \$ _____ LINE

GRANT AMOUNT SPENT \$ _____ LINE

TOTAL CASH INCOME \$ _____ LINE

LINE D MUST BE EQUAL TO OR GREATER THAN LINE A

PART III American Masterpieces WV Final Report Narrative

Project Evaluation: On separate sheets of paper, in 12 pt type, please answer the following questions. Base your narrative on goals and objectives provided in your original application.

Project Title: _____

Applicant Name: (Organization) _____

Location of Project (City and County) Start Date End Date Time Place/Facility

1. How did your project meet the American Masterpiece-WV goals?:
 - a) To showcase the work of American artists who are acknowledged masters in their fields.
 - b) To demonstrate the historical or cultural significance of American masterpieces to West Virginia, either in origin or influence.
 - c) To demonstrate artistic excellence in the quality of the presentation of the project.
 - d) To develop projects that deepen the appreciation and understanding of American masterpieces for West Virginians
 - e) To encourage collaborative projects featuring qualifying West Virginia artists from various disciplines and presenting those artists in at least three communities.

1. Restate the goals of your project from your original application. Describe goals that were met and how including how your planning contributed to the overall success of the project. Describe goals that were not met and why.

2. Describe the project's impact on your community; what anecdotal or statistical information did you gather to indicate your success at deepening the appreciation and understanding of American Masterpieces.

3. Who were the artists involved and what were their individual roles? Evaluate their participation in making this project a success.

4. Describe the documentation process used for this project?
 - a) What medium did you use?
 - b) Describe any obstacles encountered in the documentation process?
 - c) What benefits did you derive from the documentation process?
 - d) Please attach two copies of two publishable, professional quality photographs OR a DVD of project activities and/or resulting work. Photographs submitted on a CD in digital format are preferable. Digital images should be 300 dpi or higher, at 3" x 3" and aesthetically pleasing and have an explanation of each image as well as the photographer's name. You should obtain written permissions from relevant artists and/or subjects in the photos you submit to us. Images may be shared with the National Endowment for the Arts and used for publication in WVCA materials.