



**WEST VIRGINIA COMMISSION
ON THE ARTS**

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EEO/AA Employer

Cultural Facilities and Capital Resources (CFCRG) or Fast Track ADA & Emergency Grant Final Report Packet

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

Part I
Final Report Cover Sheet

Part II
Narrative & Budget Summary

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



FY2012

Cultural Facilities and Capital Resources (CFCRG) or Fast Track ADA & Emergency Grant Final Report Instructions

All sections of the final report must be typewritten. Do not staple or bind materials. 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 Cultural Facilities and Capital Resources (CFCRG)/Fast Track ADA & Emergency 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 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.
 - Total Project Cost - Sum of grant and match
- 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

Narrative:

On separate pages, please restate the question and then answer the following:

1. Describe how this project in its completed state will serve the municipality, county and/or multi-county region with emphasis on arts programming and community services. How has the project expanded involvement with artists and what new sections of the community have you reached through this project? If this is a phased project, please describe how this phase is now functioning with regards to the overall project comparing from projection of application to the actual process.
2. Describe how the overall structure, mission and goals of the organization reflect changes and improvements made possible by receiving Cultural Facilities and Capital Resources Grant/Fast Track ADA & Emergency Grant.

3. How were the matching funds obtained? Please specify amounts, source and date acquired. Please describe the fundraising plan for this project. What portions of the plan were successful and what aspects needed improving?
4. Describe any unexpected benefits or complications experienced during the completion of your project?
5. Please describe the access and cultural diversity outreach plan. Describe any improvements made as part of this project.
6. If your organization did not spend the full grant amount awarded, please describe circumstances requiring the change.
7. Please submit a current budget reflecting the grant and match amounts spent on the project including any changes in previous estimates concerning cost or match.

