



# Challenge America WV Partnership Final Report Packet

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Commission on the Arts  
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EEO/AA Employer

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  
alternate formats.  
Contact Accessibility  
Coordinator at 304/  
558-0240 Ext.152  
(voice)  
304/558-3562 (TDD)



FY2010

# Challenge America WV Partnership 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 Challenge America WV Partnership 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 organization's 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 Challenge America WV Partnership 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 spent. Line B must be equal to or greater than Line C.
- Add Total Applicant Matching Cash Funds (LINE B) and Grant Amount Spent (LINE C) to get Total Cash Income on Line D. This must be equal to or greater than Line A under Expenses.

## PART III

The focus of Challenge America is on innovative enhancement of public arts experiences with an emphasis on outreach documentation and evaluation in the areas of Arts Learning, Access to the Arts, Positive Alternatives for Youth, Cultural Heritage/Preservation, and Community Arts Development. Your organization received the Challenge America grant because the WV Commission on the Arts determined from your application that you were able to meet its goals. Now, tell us how you did it.

**PLEASE NOTE:** In the narrative, describe the impact of your project, how it served artists in your community and your documentation process. Be sure that it 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 points listed below.



# PART I

## Challenge America - WV Partnership 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 \_\_\_\_\_, 200\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# PART II

## Challenge America - 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 Challenge America 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 Challenge America 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 B

GRANT AMOUNT SPENT

\$ \_\_\_\_\_ LINE C

TOTAL CASH INCOME

\$ \_\_\_\_\_ LINE D

**LINE D MUST BE EQUAL TO OR GREATER THAN LINE A**



# PART III

## Challenge America WV Partnership 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

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1. The goals of the Challenge America program are to: provide a statewide impact or create models for future projects; build infrastructure through community cultural planning; develop and document creative methods to involve artists with youth and family in underserved communities; and create and document innovative arts experiences that are above and beyond your organization's normal scope of programming. How did this project further these goals?
2. Who were the artists involved and what were their individual roles?
3. What made this project innovative for your community?
4. Was this a new program? (If yes, why was it developed? Was it an expansion of existing arts programming? How did it help expand the program?)
5. Briefly describe what obstacles impacted the success of your project. How will these experiences be used in planning of future projects?
6. Describe the documentation process used for this project. Identify the medium used, challenges and benefits of the documentation process.
7. Attach a copy of evaluations utilized for this project that can be shared with other schools and organizations for use in their programs.
8. In addition, 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. They should also have an explanation of each image as well as the photographer's name. You should obtain written permission 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 in WVCA publications.