



Mini Grant Final Report

West Virginia Division
of Culture and History,
Commission on the Arts
The Cultural Center,
1900 Kanawha Blvd E.,
Charleston, WV 25305-0300
304-558-0220
TDD 304-558-3562
www.wvculture.org
EEO/AA Employer

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

Part I
Final Report Cover Sheet

Part II
Final Report Project Evaluation & 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)



FY2010

Mini Grant 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 Mini 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/evening phone numbers and e-mail/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 EVALUATION & SUMMARY – One copy of this form must accompany all Mini Grant 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'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).

EVALUATION:

Please answer all questions in the space provided. Additional comments of up to one page may be included.

PART I

Mini Grant

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:** _____

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

Mini Grant Final Report Project Evaluation & 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 non-white/culturally diverse audience served _____ % of audience with disabilities served _____

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

EVALUATION

PLEASE Answer each of the following questions in the space provided:

1. Artist presented: _____ Date: _____ Location: _____

2. Amount of applicant cash match: \$ _____

3. Source of cash match (example: school fund, PTO, admission): _____

4. Did the artist fulfill his/her responsibilities in a professional manner? YES ____ NO ____

Explain:

5. The quality of the artist's work was: Excellent ____ Good ____ Fair ____ Poor ____

6. Student/audience interest in the project was: Excellent ____ Good ____ Fair ____ Poor ____

7. The artist's rapport with students/audience was: Excellent ____ Good ____ Fair ____ Poor ____

8. Did this project affect your school's/organization's capacity to have similar future projects? Explain:

9. What was the strongest component of this project? Why?

10. What was the weakest component of this project? Why?



Additional comments: If needed add one additional page for comments.