



**WEST VIRGINIA COMMISSION  
ON THE ARTS**

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[www.wvculture.org](http://www.wvculture.org)  
EEO/AA Employer

# Professional Development for Individual Artists 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  
alternate formats.  
Contact Accessibility  
Coordinator at  
304/558-0240 Ext. 152  
(voice)  
304/558-3562 (TDD)



FY2012

# Professional Development for Individual Artists

## Final Report Instructions

Your project is complete and the last contractual requirement is the completion of your final report. This information is required by the National Endowment for the Arts, the WV State Auditors Office and is helpful for the evaluation and further development of our programs.

**All sections of the final report must be typewritten.** Do not staple or bind materials. Final Report Forms may be scanned on computer and the original print submitted with the original signature. Final Report Forms are also available online at <http://www.wvculture.org>

### PART I

#### APPLICANT COVER SHEET

- Enter grantee legal name and address.
- Enter your Social Security Number in the blank.
- Please list daytime/evening phone numbers and e-mail.
- 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 you put toward the successful completion of the funded project, including applicant cash, income from project and other support. This is the amount from Line B on the Final Report Budget Form.
- Total Project Expenses is the total from Line A (Total Project Expenses) for your project.
- Read the certification information carefully, sign and date in blue ink. **BE SURE** to circle the accounting method you use. 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 Professional Development for Artists final reports. This form represents a summary of the project with actual expenses and income of your project. Round off to the nearest dollar and **include copies of receipts for all items funded through this grant.**

- Enter applicant name
- Total number of individuals benefiting from all projects and enter after actual # individuals benefiting.
- Answer the next two questions by checking Yes or No.

**Expenses:** This is where you show what you spent to complete the project.

- Tuition: enter the cost of tuition or fees for workshops or seminars. Include your receipts.
- Outside Professional Services: List actual costs for master artists and their contract fees.
- Travel: enter the actual amount for travel directly relating to the project. Include your receipts.
- Materials: list actual costs for material and the material costs associated with the project. Attach separate sheets if necessary. Include your receipts.
- Add the Cash Expenses column. That figure is Total Project Expenses. (Line A)

**Income:** This is where you show how you matched your WVCA grant.

- Provide 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 your actual cash put toward this project.
- Total the Cash Income column, enter as (Line B) Total Applicant Matching Cash Funds. If you are a first-time applicant or have never received funding from the Professional Development Program, Line B must be 25% of the total project cash income. For applicants who have received Professional Development funding in the past, Line B must be at least 50% of the total cash.
- Enter the Grant Amount Spent (Line C). This amount should be no more than 75% of the total project costs (not to exceed \$2500) for all first-time applicants, or those applicants who have not yet received funds from the Professional Development Program. For applicants who have received Professional Development funding in the past, Line B must be equal to or greater than Line C.
- Add Total Applicant Matching Cash Funds and Grant Amount Spent to get Total Project Income (Line D). This must be equal to or greater than Line A under Expenses.

### **PART III**

**Narrative:** This is a crucial part of your final report. 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. Please address all **five** questions to complete your narrative. Contact staff with questions.

Please include documentation of your project along with this final report. Documentation will not be returned.

# PART I

## Professional Development - Individual Final Report Cover Sheet

DO NOT WRITE IN THIS SPACE

Date received: \_\_\_\_\_  
Application #: \_\_\_\_\_  
PRN: \_\_\_\_\_

### MUST BE TYPEWRITTEN

Applicant Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State County Zip Code

Social Security # \_\_\_\_\_

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

DO NOT WRITE IN THIS SPACE

## Professional Development - Individual Project & Budget Summary

Application #: \_\_\_\_\_

PRN: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_

Actual # individuals benefiting \_\_\_\_\_ Actual # Artists participating \_\_\_\_\_

Were you a first time applicant \_\_\_\_ Yes \_\_\_\_ No

Did you receive staff assistance with the preparation of your grant request? \_\_\_\_ Yes \_\_\_\_ No

With your final report preparation? \_\_\_\_ Yes \_\_\_\_ No

### EXPENSES (For Professional Development Project):

### ACTUAL CASH EXPENSES

TUITION (WORKSHOPS AND SEMINARS. INCLUDE RECEIPTS.)

\$ \_\_\_\_\_

OUTSIDE PROFESSIONAL SERVICES (FOR APPRENTICE/MASTER ARTISTS FEE)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

TRAVEL (INCLUDES MEALS AND LODGING. INCLUDE RECEIPTS)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

MATERIALS (INCLUDE RECEIPTS)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL PROJECT EXPENSES**

\$ \_\_\_\_\_

**LINE A**

### INCOME (For Professional Development Project):

### ACTUAL CASH INCOME

MATCH FROM CORPORATE, FOUNDATION AND PRIVATE SOURCES (LIST SEPARATELY)

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

MATCH FROM GOVERNMENT SUPPORT (Do not include this grant request)

STATE, REGIONAL, LOCAL (LIST SEPARATELY)

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

APPLICANT CASH

\$ \_\_\_\_\_

TOTAL APPLICANT MATCHING CASH FUNDS

\$ \_\_\_\_\_

**LINE**

GRANT AMOUNT SPENT

\$ \_\_\_\_\_

**LINE**

**TOTAL PROJECT INCOME**

\$ \_\_\_\_\_

**LINE**

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

# PART III

DO NOT WRITE IN THIS SPACE

## Professional Development for Individual Artists Final Report Narrative

Application #: \_\_\_\_\_

PRN: \_\_\_\_\_

**NARRATIVE** - Your project is complete and the last contractual requirement is the completion of your final report. This information is required by the National Endowment for the Arts, the WV State Auditors Office and is helpful for the evaluation and further development of WVCA programs.

In the narrative you will describe the impact of your project. 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 two pages. Please address **ALL** six (6) points listed below.

**Please base your narrative evaluation on the goals and objectives provided in your original application.**

**1. Based on the description your goals provided in your original application, describe how the project enhanced your work as an artist in the following areas:**

- a. recognition for artistic excellence
- b. improvement in techniques and use of tools and materials
- c. financial benefit to your personal income

**2. How did this project benefit you as a working artist? Summarize the project activity. Describe how this project took you to the next level of your development as an artist.**

**3. Did anyone besides the applicant will benefit from this project? If this project involves other artists or community members or the sharing of your own expertise, describe who benefited and how.**

**4. What equipment, materials or services were purchased with this grant? Be sure to include documentation of those costs (receipts).**

**5. Please include summary of your evaluation of the project; What worked? What didn't?**

**6. Please submit documentation:**

- a. photos, slides, cds
- b. press clippings
- c. letters of support for your completed project.