



**WEST VIRGINIA COMMISSION  
ON THE ARTS**

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Charleston, WV 25305-0300  
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[www.wvculture.org](http://www.wvculture.org)  
EEO/AA Employer

# Professional Development for Artists Organization Final Report

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 Artists Organization Application Instructions

All sections of the final report must be typewritten. Handwritten final reports will not be accepted. Do not staple or bind materials. Final reports forms may be scanned and the original print 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 Professional Development for Artists Organization 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 Professional Development for Artists Organization 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 (LINE A) and Grant Amount Spent (LINE B) to get Total Cash Income on Line D. This must be equal to or greater than Line A under Expenses.

### **PART III**

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

DO NOT WRITE IN THIS SPACE

## Professional Development - Organization Final Report Cover Sheet

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

DO NOT WRITE IN THIS SPACE

## Professional Development - Organization Project & Budget Summary

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 Professional Development Org 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		\$ _____
_____ / _____		\$ _____
	<b>TOTAL PROJECT EXPENSES</b>	<b>\$ _____ LINE</b>

### INCOME (For Professional Development Org 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		\$ _____
	<b>TOTAL APPLICANT MATCHING CASH FUNDS</b>	<b>\$ _____ LINE</b>
	<b>GRANT AMOUNT SPENT</b>	<b>\$ _____ LINE</b>
	<b>TOTAL CASH INCOME</b>	<b>\$ _____ LINE</b>

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

# PART III

## Professional Development for Artists Organization Final Report Narrative

**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 our programs.

In the narrative you will describe the impact of your project and how it served artists in your community. 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** five (5) points listed below.

- 1. Describe your project and how it served artists in your community. Did you include artists in the planning for this project, if so how did your planning with artists impact the project?**
- 2. Describe each goal for this project and how it met the needs of the artist.**
- 3. Please include a summary of your evaluation of the project. What were your challenges and success with this project?**
- 4. Describe how your marketing and promotional plan served this project? Please include samples.**
- 5. Please include a sample of evaluation tools used and any photos, clippings or letters of support for the completed project. Digital images are preferred.**