



# COMMON FINAL REPORT FORM FOR ORGANIZATIONS & SCHOOLS

**GRANT #**                      **FY:**

(Located on the top right hand corner of your grant agreement)

Send completed form to:

**New Hampshire State Council on the Arts**

19 Pillsbury Street, 1st Floor

Concord, NH 03301

Phone: 271-2789 Fax: 271-3584

**DUE DATE: No later than 30 days after the end of the state fiscal year (June 30) in which the grant was awarded.**

**FY11** – July 31st, 2011

**FY12** – July 31<sup>st</sup>, 2012

**FY13** – July 31<sup>st</sup>, 2012

**FY14** – July 31<sup>st</sup>, 2014

**\*IMPORTANT:** Extensions may be requested for up to 90 days. Requests must be submitted in writing by July 15th. Failure to submit this report by the original or extended due date will make your organization **ineligible to apply** for any type of State Arts Council grant for two years from the due date of report.

**A. GRANTEE INFORMATION:**

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**TYPE OF GRANT:**

Name of Organization:

Address:

City, State, Zip:

Contact Person & Title:

Daytime Telephone:

Email:

Contact Person Address (if different from Applicant Address):

City, State, Zip:

**B. BENEFICIARIES: Enter actual total numbers as requested into the boxes in right column.**

1. <b>(Ind)</b> Indicate number of individuals benefiting from your organization’s activities during the grant period (e.g., audience, students, etc., excluding employees and/or paid performers):	
2. <b>(Art)</b> Indicate number of artists participating:	
3. <b>(Nhart)</b> Indicate number of professional New Hampshire artists participating:	
4. <b>(Com)</b> Indicate number of communities benefiting from this project:	
5. <b>(Stu)</b> Indicate number of students/youth benefiting from this project:	
6. <b>(%)</b> Indicate what percentage of the project activities are directed toward arts education: If answer above is greater than "0" please put an "X" to indicate who the activities were directed to: ____ Pre-Kindergarten      ____ K-12      ____ Higher education      ____ Adult Learner	
7. <b>(Tea)</b> Indicate the number of teachers involved:	
8. <b>(Adm)</b> Indicate the number of school staff involved:	

**C. FINANCIAL SUMMARY**

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From Section F. Actual Financial Statement Part 1 & 2, complete the following:

**NHSCA Grant Amount**    \$

**Total Cash Expense**    \$

**Total Cash Income**    \$

**Total Value of In-Kind**    \$

NAME OF ORGANIZATION:

GRANT #:

#### **D. WRITTEN EVALUATION**

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*On separate sheets, answer the following questions in the order they appear. Attach no more than 5 typed pages and please number your responses.*

1. Briefly, describe and evaluate the funded project in terms of the original application submitted.
  - How well did the project meet the goals and objectives as proposed?
  - If the project's goals were not met at all, explain why and whether the project met equally valuable, but different, goals or what your organization learned from the failure of the project.
2. If there are differences between the application or revised budget and the actual income and expenses that the project generated, explain the reason for the differences.
3. Detail how far the benefits of this project reached, i.e., local, statewide, beyond the state? If the reach was less than statewide, list the specific communities that this project benefited.
4. If this project involved working in partnership with other organizations, please list your partners and evaluate the pros and cons of the partnership.
5. How did you credit the New Hampshire State Council on the Arts and the National Endowment for the Arts (where appropriate) for the funded activity/project? Please enclose sample of the credit as it appeared.
6. How did you inform elected officials about this project? Provide documentation that you thanked the Governor, your Executive Councilor, and your district's members of the New Hampshire Legislature for their support of public funding for the State Arts Council, which made this grant possible. How did you encourage these elected individuals to attend or learn more about this project? Indicate if your organization is a member of NH Citizens for the Arts, which provides advocacy for public funding of the arts at the federal and state level.
  - On one page or less, provide an anecdote and a statistical statement that persuasively demonstrate how effectively this funded project delivered public benefits to the citizens of New Hampshire.

#### **FOR CULTURAL CONSERVATION/CONSERVATION LICENCE PLATE GRANTS ONLY:**

7. How did you credit support from the Conservation License Plate Trust Fund? Provide documentation.

#### **E. DOCUMENTATION**

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1. Provide 5 to 10 images in the form of photographic prints, or digital images that show the range of activities funded. Digital images may be submitted on compact disc (CD) and should be a minimum of 5" x 7" at 300 dpi. Digital images should be saved as JPG or IBM formatted TIF files.

The State Arts Council may use images for promotional purposes. Therefore, provide a list that identifies the content of each photo, the names of people pictured, and the photographer's name or source you wish credited and an identification of what the image portrays. Your submission of images will be interpreted as permission for the State Arts Council to publish the image/s for promotional/educational purposes.
2. Attach a selection of reviews and other publications about your project/organization's activities during the grant period.

NAME OF ORGANIZATION:

Rev: 11/10/2010

NH State Council on the Arts Common Final Report

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GRANT #:

**F. ACTUAL FINANCIAL STATEMENT**

**PART 1 - EXPENSES (PROJECT ONLY)**

**CASH**

**IN-KIND**

Please complete the information on lines provided. Attach more pages as needed and number sections accordingly.

**1. Salaried Employees:** (On lines below, prorate salaries, wages, & fringe benefits of persons employed by the organization who worked on this project. Indicate the # of positions and % of time spent.  
For example: 2 positions @ \$30,000/yr. x 10%)

- a. Administrative: ..... \$..... \$.....
- b. Artistic: ..... \$..... \$.....
- c. Arts Specialists: ..... \$..... \$.....
- d. Teachers: ..... \$..... \$.....
- e. Technical/production: ..... \$..... \$.....

**2. Outside Fees & Services:** (On lines below, indicate the independent contractor fees.)

- a. NH Roster Artist Fees: ..... \$..... \$.....
- b. Other Artist Fees (specify): ..... \$..... \$.....  
.....
- c. Other (specify): ..... \$..... \$.....  
.....

**3. Space Rental:** (location & rate) ..... \$..... \$.....

**4. Travel:** (Specify # of travelers, mileage & per diems)

- a. In-state: ..... \$..... \$.....
- b. Out-of-state: ..... \$..... \$.....

**5. Marketing/Publicity (specify):** ..... \$..... \$.....

**6. Remaining Project Expenses (specify):** ..... \$..... \$.....

**Total Cash Expenses** ..... \$.....

**Total Value of In-kind Contributions** ..... \$.....

Identify sources of in-kind (donated services or goods) contributions: .....

NAME OF ORGANIZATION:

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**Actual Financial Statement** (Continued)

**PART 2 - INCOME**

Please complete the information on lines provided. Attach more pages as needed and number sections accordingly.

**1. Revenue (Earned Income)**

a. Admissions (# of tickets x avg. cost \$: ) ..... \$.....

b. Contracted Services (specify): ..... \$.....

c. Other Revenue (specify):..... \$.....

**2. Support (Contributed Income)**

a. Memberships ..... \$.....

b. Corporate Contributions (identify): ..... \$.....

c. Private or Community Foundations (identify): ..... \$.....

d. Parent Teacher Organization..... \$.....

e. New England Foundation for the Arts Grants:..... \$.....

f. Other Private Support (includes fundraisers): ..... \$.....

**3. Government Support**

a. Federal: (Identify) ..... \$.....

b. State (do not include NHSCA grant for this project):..... \$.....

c. Local: (Identify) ..... \$.....

**Applicant Cash:** ..... \$.....

**Sub-Total (Income from Above):**..... \$.....

**Grant Amount from State Arts Council:** ..... + \$.....

**Total Cash Income:** ..... = \$.....

Amount of Surplus or Deficit for this Project:..... \$.....

**I certify that all the facts in this report and its attachments are true, and that the monies were spent as stipulated in the contract signed with the New Hampshire State Council on the Arts.**

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (Please type or print)** \_\_\_\_\_ **Title** \_\_\_\_\_