

<b>MISSOURI ARTS COUNCIL</b>		<b>FY2018 Final Report</b>
<b>for Annual Discipline and Off Year Grant Recipients</b>		
<b>A. APPLICANT INFORMATION</b>		
<b>1. MAC Grant Number</b>	<b>2. Grant Program</b>	
<b>3. Legal Name (Organization)</b>		
<b>4. Department/Art Program/DBA</b>		
<b>B. ACTUAL PROJECT NUMBERS.</b>		
Answers MUST be numeric and not estimates or approximates. If an answer is none, enter zero.		
<p>MAC measures attendance at the events we fund. This includes arts events, participation in arts learning, or other types of activities in which people were directly involved with artists or the arts.</p> <p>Include actual audience numbers based on paid/free admissions or seats filled. Subscribers to a literary publication should be counted. Don't inflate numbers or count repeat attendees.</p> <p>Do not include: Artists, personnel, volunteers, or individuals reached through TV, radio or cable broadcasts, internet, or other media.</p>		
<b>1. Number of Adults (over 18) Engaged In Person</b>		
<b>2. Number of Children and Youth (0-18 years) Engaged In Person</b>		
<p>MAC measures the artists providing services directly involved with the MAC-funded project. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution.</p>		
<b>3. Number of Artists Directly Involved</b>		
MAC measures personnel and volunteers identified with the MAC-funded project described in D2.		
<b>4. Full-Time Personnel Participating</b> (Defined as working 35 or more hours per week on work identified with the MAC-funded project)		
<b>5. Part-Time Personnel Participating</b> (Defined as working less than 35 hours per week on work identified with the MAC-funded project)		
<b>6. Volunteers Participating</b> (This includes board members whose services are specifically identified with MAC-funded project.)		
<b>C. PROJECT OVERVIEW</b>		
<b>1. Project Discipline. Select the primary discipline that best describes the art form of the funded project.</b>		
<b>2. Type of Activity. Select the item which best describes the MAC funded activities.</b> Only grantees receiving funding through Arts Council Operating Support, Established Institutions, and Mid-Sized should select Operating Support.		

**3. Primary Strategic Outcome. Select the item that best describes the outcome associated with the MAC funded project.**

- Creation** – Commissioning, development and production of new work; artist stipends, workshops, residencies, apprenticeships, and other opportunities for artists to create or refine work.
- Engagement – Most MAC grantees will select this option.** Activities that engage the public directly with the arts through exhibitions, performances, concerts, and readings; touring and outreach; art fairs and festivals; film screenings, publications; broadcasts and recordings; audience services; and technical assistance and training to enhance audience participation and engagement; folk and traditional arts.
- Learning – Arts Education, School Touring, and Big Yellow School Bus will select this option.** Support for the acquisition of knowledge or skills in the arts, thereby building public capacity for lifelong participation in the arts; lifelong learning activities for youth, adults, and intergenerational groups; activities that provide opportunities for youth, educators and community leaders to gain indepth arts education knowledge and skills in the arts; activities such as workshops and demonstrations; apprenticeship programs; professional development for artists; teaching artists.

**4. Arts Education. Select the item that describes the level, if any, of arts education of the MAC funded project.** MAC describes arts education as an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

- 50% or more** of funded activities are arts education
- Less than 50%** of funded activities are arts education
- None** of this project involves arts education

**For Questions #5-7:** MAC measures those who benefit from our funding. Check any category, which comprises 25% or more of the population that directly benefited from the MAC funded activity during the period of support. Populations must be reached directly and not through broadcasts or online programming.

**5. Population Benefited by Race/Ethnicity**

- Asian
- Black/African American
- Hispanic/Latino
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- White
- No Single Racial/Ethnic Group

**6. Population Benefited By Age**

- Children/Youth (0-18 years)
- Young Adults (19-24 years)
- Adults (25-64 years)
- Older Adults (65+ years)
- No Single Age Group

**7. Population Benefited by Distinct Groups**

- Individuals with Disabilities
- Individuals in Institutions
- Individuals Below the Poverty Line
- Individuals with Limited English Proficiency
- Military Veterans/Active Duty Personnel
- Youth at Risk
- No Single Distinct Group

## D. PROJECT DESCRIPTION

**1. Describe any project changes since the Interim Report, unless a Grant Change Request has already been submitted and approved. If no changes, check N/A . If you provide the explanation as a separate attachment, type below "See attached explanation."**

**2. Briefly describe the projects funded by this MAC grant occurring between July 1, 2017 and June 30, 2018. This must include: (1) Project Dates and (2) Project Title or Brief Description. If you provide the project schedule as a separate attachment, type below "See Attached Schedule."**

## **E. DISABLED AND SPECIAL POPULATIONS**

**1. What does your organization do to make reasonable accommodations for disabled and other special populations?** List any provisions or special services implemented to make this project accessible.

## **F. PUBLIC VALUE STORY**

**1. The arts play a part in everyone's life. MAC would like to hear how the funded arts project(s) has made an impact on someone's life or the community.**

## **G. PROJECT VARIANCE**

**1. If the total project expenses on the financial summary varied by more than 10% of the approved project budget on the Interim Report, provide a brief explanation.**

## H. FINANCIAL SUMMARY

1. Use ACTUAL Expenses and Income for the MAC funded project. (Do not use budget numbers.)
2. Income can exceed expenses, but you cannot show a loss. Use Applicant Cash to cover the loss, making the Total Income equal the Total Expenses.
3. All figures must be rounded to the nearest dollar.
4. For description of each line item, see pages 18-20 of the [FY18 Guide to Grants](#).

### Cash Expenses

1. Personnel – Administrative	\$
2. Personnel – Artistic	
3. Personnel – Technical/Production	
4. Outside Artistic Fees and Services	
5. Outside Other Fees and Services	
6. Space Rental	
7. Travel	
8. Marketing	
9. Remaining Operating Expenses	
10. Capital Expenditures – Acquisitions	
11. Capital Expenditures – Other	
<b>12. Total Project Expenses</b> (add lines 1 – 11)	<b>\$</b>

### Cash Income

1. Admissions	\$
2. Contracted Services Revenue	
3. Corporate Support	
4. Foundation Support	
5. Other Private Support	
6. Government Support – Federal	
7. Government Support – State/Regional	
8. Government Support – Local	
9. Other Revenue	
10. Applicant Cash (used for this grant)	
11. Missouri Arts Council Grant. (Amount Spent) (If this exceeds 50% of Total Project Expenses, contact your <a href="#">Program Specialist</a> for directions.)	
<b>12. Total Project Income</b> (add lines 1-11)	<b>\$</b>

## I. ATTACHMENTS

**NEW THIS YEAR: Email attachments with the completed Final Report.** PDF is the preferred format for documents. Missouri Arts Council will also accept the following file formats: .doc, .docx, .xls, or .xlsx.

### Required Documents

- Project Location & Number of Days** (excel format) – Complete all columns and use the [template's](#) formatting for each data type. [Click here for guidance on number of days and locations.](#)
- Support Materials** – Email at least one item from the funded project that acknowledges MAC support with a MAC logo and/or credit line. You may also email two additional support material items. Materials may include but are not limited to: Program, brochure, review, article, annual report, newsletter, or website screen shot.

### If Applicable Documents

- Project Schedule** This is not necessary if you provided this information in D2.
- Updated Board List** (excel format). This is required if your Board List has changed since last submission. Use the [template document](#) to provide your board contact information, including: first name, last name, term end date, board position, affiliation, email, daytime phone, and city of residence.
- Vendor Input Information for MAC Grant Recipients** – Complete the [Vendor Input form](#) if the organization has any of the following: a new address; or new financial institution information; or a change in legal name.
- Authorizing Official Letter** This is necessary if the person signing below isn't one of the positions that MAC deems authorized to sign MAC paperwork (listed below). To designate another person, submit a signed [Grant Change Request](#) form or signed letter.
  - The authorizing official may be the Executive Director, Chief Executive Officer, or Board Officer (such as president, treasurer, and secretary). If board officer, make sure that MAC has an up-to-date board list.
  - For college/university applicants, the authorizing official is the President or Board Officer. Most institutions annually send a list of authorizing officials (by name or job position).
  - For city agency applicants, the authorizing official is the City Manager or Mayor.
  - For public schools the authorizing official is the superintendent; for private schools, the principal.

## J. COMPLIANCE STATEMENT

**By typing the authorizing official's name and title below, I**

- (1) Attest that this final report is an accurate description and financial record of the MAC funded project;
- (2) Shall keep records and documentation of the final report in accordance with the regulations of the Missouri Arts Council and National Endowment for the Arts; and
- (3) Shall maintain records for a minimum of three years.

Authorizing Official's First and Last Name	
Authorizing Official's Title	
Submitting Person's First and Last Name	
Submitting Person's Title	
Submitting Person's Email	
Submitting Person's Day Phone	

## NEXT STEP

**Email completed Final Report and all attachments to your [assigned Program Specialist.](#)**