



2008-2009 PERFORMING ARTS FUND SAMPLE FINAL REPORT

To complete your Final Report, prepare each of the items listed below and submit via the Performing Arts Fund eGRANT as instructed. Your Final Report is not complete until we receive all of the components below. In many cases, we require both electronic and hard copies. If you have any questions, contact either Christy Dickinson or Katherine Haugen at performingartsfund@artsmidwest.org.

eGRANT FINAL REPORT (online)

Log into your eGRANT Final Report using your user name and password from the application process.

SCHEDULE OF EVENTS (Upload complete Excel spreadsheet)

Report on all of your activities, including the final attendance figures, using the provided Excel spreadsheet. Upload to eGRANT and mail a hard copy to Arts Midwest.

FINANCIAL SUMMARY (Upload complete Excel spreadsheet)

Report on all of the expenses and revenues pertaining to your Performing Arts Fund supported engagement using the provided Excel spreadsheet. Upload to eGRANT and mail a hard copy to Arts Midwest.

EXAMPLES OF CREDITING & PRESS

- Send at least **three examples** of your organization's crediting of the Performing Arts Fund. Examples should include a program from the public performance, and may also include season brochures, Web site pages, posters, postcards, newspaper and magazine advertisements, announcements and invitations, or other print or digital materials.
- Send copies of all original press releases and news articles pertaining to your Performing Arts Fund engagement. If you do not have original documents, please send photocopies.

IMAGES AND FEEDBACK

- Please submit a maximum of 10 top-quality images of your Performing Arts Fund performance(s) and/or in-depth educational activity(ies). We prefer to receive these images on CD-ROM (preferably jpg files).
- Please provide crediting information and permission to use these images for promotion of the Performing Arts Fund on our Web site, for reporting purposes, etc.
- Please provide feedback you may have received from community members, including teachers and students who were involved in your engagement. Please include hard copies of this feedback. (You may also e-mail copies to us at performingartsfund@artsmidwest.org.)

FOR STAR PROJECTS PROVIDING ACCESS TO A SPECIFIC POPULATION

Organizations providing cultural access for a specific population must submit at least one letter from a participant from the specific population you reached with your engagement. The letter should describe this population's involvement in your engagement and how the participant benefited.

CERTIFICATION PAGE

Include the Certification Page (downloadable from eGRANT) as the cover sheet to your hard-copy Final Report package to mail to Arts Midwest. Your Final Report is not complete until we receive this hard-copy package. A complete Final Report is due no later than 30 days following the conclusion of your engagement. (If you are unable to meet this deadline, please contact Christy Dickinson or Katherine Haugen to discuss an extension.)

MAIL YOUR FINAL REPORT PACKAGE TO:

Performing Arts Fund
Arts Midwest
2908 Hennepin Avenue, Suite 200
Minneapolis, MN 55408

FINAL REPORT

PROJECT INFORMATION

Number of artists participating:

Number of days artist/ensemble in community:

Number of performances (open and promoted to public):

Number of in-depth educational activities:

Number of teachers impacted:

Number of K–12 schools impacted:

PROJECT RECAP

Please provide narrative responses to the following questions in the eGRANT Final Report to recap your Performing Arts Fund engagement. Please refer to your Engagement Summary to review your application narrative responses. Provide as much detail as possible.

1. Provide a synopsis of your public performance(s) and how it connected to the audience and your community.
2. Provide a synopsis of your in-depth educational activity(ies), and how these activities educated adult and/or student audiences about the fine arts.
3. For the purposes of the Performing Arts Fund, an underserved audience is composed of people who lack access to the performing arts due to economic conditions, ethnic background, disability, or age. Describe, in detail, how you reached an underserved audience through the public performance(s) and/or in-depth educational activity(ies) (reference one or more of the conditions as previously defined).
4. Please share meaningful moments from the performance(s) and/or in-depth educational activity(ies).
5. Please offer suggestions on how Arts Midwest may improve our service to you through the Performing Arts Fund, and share any comments regarding this granting program, as well as the need for this type of funding for your organization.

2008-2009 PERFORMING ARTS FUND FINAL REPORT: SCHEDULE OF EVENTS

Organization:	
Artist/Ensemble:	

SCHEDULE OF EVENTS

****Please avoid double-counting the attendance when possible.**

ATTENDANCE: Public Performance(s)

Date	Location (Name of Venue)	Description	# of Adults	# of Children (under 18)
TOTAL ATTENDANCE			0	0

ATTENDANCE: In-Depth Educational Activity(ies) or Student Performance(s)

**** Failure to complete at least one educational activity will result in a 50% reduction of your grant.**

Date	Location (Name of Venue)	Description	# of Adults	# of Children (under 18)
TOTAL ATTENDANCE			0	0

2008-2009 PERFORMING ARTS FUND FINAL REPORT: FINANCIAL SUMMARY

Organization:	
Artist/Ensemble:	

These expenses and revenue must be specific to this engagement. If you need assistance, please contact Christy Dickinson at 612.341.0755, ext. 8019.

Note: If there is a reduction in the artist's contracted fee from the original contract, please contact Christy Dickinson or Katherine Haugen at 612.341.0755 immediately to discuss how this may affect your grant.

EXPENSES

Direct Costs: Artist's/Ensemble's CONTRACTED FEE	Amount
Direct Costs: Salaries and wages (Do not include salaries associated with fundraising.)	Amount
Direct Costs: Travel	Amount
Direct Costs: Other Expenses (Such as consultant, contractual services, telephone, utilities, photocopying, postage, supplies and materials, publications, rental of space or equipment, etc.)	Amount
TOTAL EXPENSES	\$ -

