



2009–2010 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 the login and password created during 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 PRINT AND DIGITAL 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.
- Send copies of **thank you letters/invitations** sent to Congressional delegates, senators, state arts agencies, or local officials.

IMAGES AND FEEDBACK (if available)

- 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 (.jpg files).
- Please complete the Image Permission and Usage Form (available with your eGRANT PDF Printout) and into it with your CD-ROM.
- Please provide **feedback** you may have received from community members, including teachers and students who were involved in your engagement.

ADDITIONAL REQUIREMENTS FOR STAR PROJECTS THAT PROVIDE CULTURAL ACCESS TO A SPECIFIC POPULATION

- **Letter from a participant** – Please include a letter from a participant from the specific population you reached with your engagement. This letter should specifically describe their involvement in this particular engagement and how the specific population benefited. Refer back to your Engagement Summary for the details of what was originally approved.
- Please respond to the following narrative questions in your eGRANT Final Report.
 1. Describe, in detail, how this population meaningfully participated in the performance(s) and/or in-depth educational activity(ies).
 2. Describe how this population benefited from their participation in this engagement.

PDF PRINTOUT FROM eGRANT

After submitting your eGRANT data, select the "View" button on the Main Menu to access a PDF summary, including instructions on how to assemble your hard-copy Final Report package. Assemble your hard-copy Final Report package as instructed and mail it to be received in Arts Midwest's office by the due date.

MAIL YOUR HARD-COPY FINAL REPORT PACKAGE TO:

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

INFORMATION NEEDED FOR eGRANT

ENGAGEMENT SUMMARY PART 1

Number of Performer(s) Contracted::

Number of Days Artist/Ensemble in community:

PUBLIC PERFORMANCE(S) – 4,300 character limit

1. Provide a synopsis of the performance(s). Include the date(s), time(s), and venue(s) of each performance and provide the artistic program(s) that were presented.
2. What elements were successful and unsuccessful about the performance(s)?
3. Please share the most meaningful moments from the performance(s).
4. Explain how you promoted and marketed the performance(s) to the general public.

IN-DEPTH EDUCATIONAL ACTIVITY(S) – 4,300 character limit

1. Provide a synopsis of the in-depth educational activity(ies) related to this engagement. Include information about who conducted the activity(ies) and how the activity(ies) focused on the art form, performance technique, training/background, etc., with the intent of educating adult and/or student audiences about the fine arts. **OR**, if you conducted performance(s) specifically for K-12 students, please provide the date(s), time(s), and venue(s), along with a detailed description of the artistic program that was presented for this age-specific audience.
2. What elements were successful and unsuccessful about the in-depth educational activity(ies)?
3. Please share the most meaningful moments from the in-depth educational activity(ies).

UNDERSERVED AUDIENCE – 1,600 character limit

Please refer to your Engagement Summary (included with your Grant Agreement) to answer the following questions according to the guidelines of the program. Be sure that your response directly addresses and relates to the information you provide in your application.

If your organization is located in a **non-Metropolitan Statistical Area (MSA)** (as referenced in your Engagement Summary), please describe in detail how your community lacks access to the performing arts due to geographic location, and how it benefited from this performing arts engagement.

If your organization is **not located in a MSA**, please answer the following questions.

1. Please describe, in detail, how the underserved audience(s), as stated in your Engagement Summary, were engaged in the performance(s) and/or educational activity(ies).
2. Explain how your organization ensured that the underserved audience(s) would participate in the engagement.

ENGAGEMENT SUMMARY PART 2

SCHEDULE OF EVENTS & AUDIENCE FIGURES

Number of teachers impacted:

Number of K–12 schools impacted:

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 K-12 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				

FINANCIAL SUMMARY

FINANCIAL SUMMARY

These expenses and revenue must be specific to this engagement. If you need assistance, please contact either Christy Dickinson or Katherine Haugen at 612.341.0755.

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	Amount
TOTAL EXPENSES	

REVENUES

Grants	Amount
Arts Midwest 2008-2009 Performing Arts Fund Grant	
Other federal grants to your organization	
State grants direct to your organization	
Local grants direct to your organization	
Other Direct Project Revenue (admissions, contributions, fees, etc.)	Amount
Organization's Cash (Additional general funds need to cover expenses.)	Amount
TOTAL REVENUES	

**** NOTE: REVENUE MUST BE EQUAL OR GREATER THAN EXPENSES**

In-kind Contributions (all non-cash services contributed to this project)	Amount
TOTAL IN-KIND CONTRIBUTIONS	

ENGAGEMENT SUMMARY PART 2 (continued)

IMAGES (if available)

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 (.jpg files). Please complete the Image Permission and Usage Form (provided in your eGRANT PDF printout) and include it with your CD-ROM.

GENERAL QUESTIONS – 1,600 character limit each

1. Describe the importance of the Performing Arts Fund support to your organization, and your organization's need for future funding from programs like this.
2. Please offer any comment/suggestions on how Arts Midwest may improve our service, the granting process, or communications through the Performing Arts Fund.

SAMPLE