



**WEST VIRGINIA COMMISSION
ON THE ARTS**

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EEO/AA Employer

Arts in Education Final Report Packet

Included in the packet:

Instructions for preparation

Final Report forms Parts I – V

Part I

Final Report Cover Sheet

Part II

Final Report Project & Budget Summary

Part III

Individual Project Final Report Form

Part IV

Individual Project Final Report Budget

Part V

Sample Artist Evaluation Form

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

Arts In Education Final Report Instructions

All sections of the final report must be typewritten. Do not staple or bind materials. You may use paper clips to separate projects. Final Report Forms may be scanned and 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 Arts in Education 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 organization's 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 Arts in Education 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 total number of artists included in all funded projects.
- Enter the total number of youth served and the total number of schools served.
- 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:

- Contracted Artist/Professional Fees: enter the total amount paid relating to all projects. Enter under Actual Cash Expenses.
- Travel: enter the total amount spent on travel for artist(s) (may include food and lodging) directly relating to the all projects.
- Project supplies/materials: enter actual expenses specific to all projects.
- Other: enter the total of all miscellaneous expenses specific to all projects.
- Add the Actual Cash Expenses column. That figure is Total Project Expenses Line A.

Income:

- Enter total amount earned by your organization from admission fees, registrations and tuition revenue 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 the Actual Cash Income column. This is your Total Applicant Matching Funds, enter the amount on Line B. Enter the amount of your grant award. On Line C, enter the actual amount of grant funds spent. Line B must be equal to or greater than Line C.
- Add Total Applicant Matching Cash Funds (LINE B) and Grant Amount Spent (LINEC) to get Total Project Income on Line D. This must be equal to or greater than Line A under Expenses.

PART III

INDIVIDUAL PROJECT FINAL REPORT FORM - Complete one Individual Project Final Report Form for each project in your application. Record each project number and label each form accordingly (1 of 4, 2 of 4, 3 of 4, etc.). Project numbers should be the same as those in your original application.

PART A

- Type location of the project , starting and ending date, time, and facility where project took place.
- Enter the total number of individuals participating in this project: artists, students and teachers.
- Enter the percentage of non-white/culturally diverse individuals and individuals with disabilities participating. Enter the percentage of your population that is at or below the poverty level.
- Indicate if the project was open to the public and the cost of tickets (if applicable).

PART B

- On a separate sheet of paper, in 12 point type, evaluate the success of your project. Answer ALL questions under project evaluation.

PART C

- On a separate sheet of paper, in 12 point type, evaluate the success of contracted artists. Answer ALL questions under artist evaluation.
- Provide an individual evaluation of each funded artist using your own evaluation tool or the sample artist evaluation form provided with this packet.

PART IV

FINAL REPORT INDIVIDUAL PROJECT BUDGET - Complete one Final Report Individual Project Budget Form for each project.

Expenses:

- Contracted Artist/Professional Fees: enter the total amount paid for this project. Enter under Actual Cash Expenses.
- Travel: enter the total amount spent on travel for artist(s) (may include food and lodging) directly relating to this project.
- Project supplies/materials: enter actual expenses specific this project.
- Other: enter all miscellaneous expenses specific to this project.
- Add the Actual Cash Expenses column. Enter that figure as Total Project Expenses Line A.

Income: Please show how the WVCA grant funds were matched.

- Enter total amount earned by your organization from admission fees, registrations and tuition revenue for this project.
- Enter total amount of financial support received for this project 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 project.
- Total the Actual Cash Income column. This is your Total Applicant Matching Funds, enter the amount on Line B. Enter the amount of the grant award for this project. On Line C, enter the actual amount of grant funds spent for this project. Line B must be equal to or greater than Line C.
- Add Total Applicant Matching Cash Funds (LINE B) and Grant Amount Spent (LINE C) to get Total Project Income on Line D. This must be equal to or greater than Line A under Expenses.

Please note: The WVCA will require the return of grant funds not spent according to the contract.

PART I

Arts In Education Final Report Cover Sheet

DO NOT WRITE IN THIS SPACE

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

Arts In Education Final Report Project & Budget Summary

DO NOT WRITE IN THIS SPACE

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 _____ # schools served _____

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 ALL Projects):

		ACTUAL CASH EXPENSES
Contract Artist/Professional Fees		\$ _____
ARTIST/PROFESSIONAL TRAVEL COSTS: (LODGING/FOOD/MILEAGE/AIRFARE)		\$ _____
PROJECT SUPPLIES/MATERIALS		\$ _____
OTHER		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL PROJECT EXPENSES		\$ _____ LINE

INCOME (For ALL Projects):

	SOURCE	ACTUAL CASH INCOME
ADMISSIONS/REGISTRATIONS/TUITION REVENUE	_____	\$ _____
	_____	\$ _____
FOUNDATIONS/BUSINESS/OTHER	_____	\$ _____
	_____	\$ _____
PARENT TEACHER ORGANIZATION	_____	\$ _____
FEDERAL/STATE/REGIONAL GOVT.	_____	\$ _____
APPLICANT CASH	_____	\$ _____
TOTAL APPLICANT MATCHING FUNDS		\$ _____
GRANT AMOUNT AWARDED		\$ _____ LINE
GRANT AMOUNT SPENT		\$ _____ LINE
TOTAL PROJECT INCOME		\$ _____ LINE

LINE D MUST BE EQUAL TO OR GREATER THAN LINE A

PART III

DO NOT WRITE IN THIS SPACE

Arts in Education Individual Project Final Report Form

Application #: _____

PRN: _____

MUST BE TYPEWRITTEN Please complete one form for each individual project in your AIE applica-

Project _____ of _____ Projects

Applicant Name: (Organization/School) _____

Project location

Start Date

End Date

PART A - PARTICIPATION:

Actual # of individuals participating _____ Actual # of artists participating _____

Actual # of students participating _____ Actual # of teachers participating _____

% of non-white culturally/diverse individuals participating _____ *

% of individuals with disabilities participating _____ * % of community at or below poverty level _____

Open to the public? ___ Yes ___ No Cost: Adults: \$ _____ Students: \$ _____

PART B - PROJECT EVALUATION: On separate sheets of paper, in 12 pt type, please answer the following questions.

1. Restate the goals of your project from your original application. How were these goals met?
2. Describe the goals that were not met and why. A candid discussion of success and shortcomings of projects are helpful to the WVCA.
3. Discuss how your planning contributed to the overall success of the project.
4. How were participants chosen to be involved in the project?
5. What did the participants learn? How did you determine this? Provide evaluation used.
6. What follow-up with students/participants will occur?
7. Based on your overall evaluation of the project, will you repeat it? What changes will you make?
8. How did the project connect with the K-12 curriculum and WV Content Standards and Objectives?
9. * Describe the method of survey used to determine the percentages marked with an asterisk in the section at the top of this page.
10. Please include samples of the participants work, photographs of the project, publicity materials or letters of support for the funded project.

PART C - ARTIST EVALUATION: On separate sheets of paper, typed in 12 pt type, please answer the following questions.

1. Provide individual evaluations (either your own or the sample given, see **PART V**) for each of the artists involved in the project. (Did you share this information with participating artists? If not, why?)
2. Who is responsible for completing the artist evaluation? What is their role in the project?
3. How will the results of the artist evaluations be used in future planning?

PART IV

Arts in Education Individual Project Final Report Budget

ACTUAL EXPENSES

ACTUAL CASH EXPENSES

Contracted Artist/Professional Fees:

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

Artist/Professional Travel Costs:

(lodging/food/mileage/airfare)

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

Project Supplies/Materials:

_____	\$ _____	
_____	\$ _____	\$ _____

Other:

_____	\$ _____	
_____	\$ _____	\$ _____

TOTAL PROJECT EXPENSES\$ _____ **LINE A**

ACTUAL INCOME

ACTUAL CASH INCOME

SOURCE**Admissions/Registrations/Tuition Revenue:** _____ \$ _____

_____ \$ _____

Foundation/Business/Other: _____ \$ _____

_____ \$ _____

Parent/Teacher Organization _____ \$ _____**Federal/State/Regional Government:** _____ \$ _____**Applicant Cash:** _____ \$ _____**TOTAL APPLICANT MATCHING FUNDS**\$ _____ **LINE B****GRANT AMOUNT AWARDED**

\$ _____

GRANT AMOUNT SPENT\$ _____ **LINE C****TOTAL PROJECT INCOME**\$ _____ **LINE D**

PART V

SAMPLE ARTIST EVALUATION

Organization/School: _____

Project: _____ Project Dates: _____

Artist: _____ Artist Medium: _____

Please rate the following aspects of the project on a scale of 1 - 5 with 5 being excellent.

1. The artist was punctual for all activities _____

Comments:

2. The artist was organized and the presentation well-planned _____

Comments:

3. The artist related well to staff _____

Comments:

4. The artist related well to participants _____

Comments:

5. The artist incorporated WV CSO's into the project _____

Comments:

6. Activities were appropriate to ages and abilities of participants _____

Comments:

7. Level of participation by teachers _____

Comments:

8. Level of participation by students _____

Comments:

9. Schools: Extent to which project elements will be incorporated into ongoing curriculum _____

Comments: