

**Ocean County  
Cultural & Heritage Commission  
MEMORANDUM**



**To:** Local Arts Program FY09 Regrant Recipients  
**From:** Lindsay A. Dandeo, Cultural & Heritage Commission  
**Date:** November 16, 2009  
**Subject:** **FY 2009 Local Arts Program Grant Final Report**



Enclosed are the FY 2009 Regrantee Final Report forms and attachments for the for the grant period January 1, 2009 – December 31, 2009. **The completed and signed report is due on Monday, January 4, 2009. This is a postmark deadline. Delayed receipt of reports will affect your organization's accountability status, and could result in forfeiture of the final payment.**

Please review the *Instructions for Completing the FY 2009 Local Arts Program Grant Final Report* attached document thoroughly before you begin.

Make a copy of the completed and signed report for your organization's files. **Send the original completed/signed report with documentation of expenditures to:**

**Ocean County Cultural & Heritage Commission  
FY 2009 Arts Regrant Final Report  
14 Hooper Avenue  
P.O. Box 2191  
Toms River, NJ 08754-2191**

Please do not hesitate to contact me (732-929-4779 or [ldandeo@co.ocean.nj.us](mailto:ldandeo@co.ocean.nj.us)) if you have any questions (no question is too minor) regarding this paperwork.

Wishing you a joyous holiday season and wonderful New Year.

Encs. Instructions  
Final Report Form FY 09  
Expense Budget Sheet  
Income Budget Sheet  
Match Flyer  
Consent



**LOCAL ARTS PROGRAM FUNDING  
FINAL REPORT: NJSCA LAP FISCAL YEAR 2009  
(January 1, 2009 - December 31, 2009)**

**Instructions for Completing the Final Report**

**Before you begin, it is helpful to gather the following items:**

- 1) A copy of your original grant application, along with the grant guidelines.
- 2) All 2009 Financial, Activities, and Attendance records. This includes copies of cancelled checks and/or invoices or purchase orders to illustrate the grant expenditures and match.
- 3) All Program Flyers, Press Releases, and articles relating to the grant project.

**How to prepare the report:**

- 1) Read the entire Final Report form, and review the Match Flyer and Budget Sheets before you begin answering questions.
- 2) Refer to the original grant guidelines and application for reference.
- 3) Complete both income and expense budget sheets. **New: use the *Projected Expenses/Income* (rightmost column) from your original 2009 grant application when filling out the budget sheets.** Prepare copies of invoices and canceled checks to substantiate the match.
- 4) Fill out the Final Report form and have the Program Director and Chief Financial Officer sign the last page of the Final Report form.
- 5) Prepare support materials (see instructions on page 4 of the form), photos and consent forms.
- 6) Make a copy of everything. Send us the originals. Retain all financial and programmatic records, supporting documents, statistical records, and all other records pertinent to the grant for a **period of three years** following the end of the grant cycle.

***This report is due (postmarked) on or before January 4, 2009.***

*This is a strict deadline. Delays may hold up or forfeit the remainder of your grant payment.*

**THE FOLLOWING ITEMS ARE REQUIRED  
ALONG WITH YOUR FINAL REPORT:**

- 1. Expense/Income Budget Sheets (provided)** – projected and actual income and expense figures from FY 09. You must use the enclosed forms or the report will be returned for revision and your final payment will be delayed.
- 2. Support materials – copies of actual cancelled checks and/or invoices which include evidence of matching funds for your grant.** (See page 4 for additional support material requirements). If these items are not received along with your organization's final report, future grant funding for your organization will be affected. Incomplete forms will be returned. Any organization that does not comply with Final Report requirements will automatically be disqualified from receiving future grant funding.
- 3. Two publishable photos with consent forms and descriptions.**

**If you have any questions, please do not hesitate to call the Commission at (732) 929-4779 or email [ldandeo@co.ocean.nj.us](mailto:ldandeo@co.ocean.nj.us).**

**PLEASE REVIEW THE FOLLOWING FOR A DETAILED EXPLANATION OF THE MATCH REQUIREMENTS FOR THE 2009 GRANT.**

**MATCHING FUNDS**

**Grant funds are awarded dollar for dollar, meaning that the grantee organization must contribute at least one-half (50%) of the costs of the project or general operating support funding from their own budget.** (For example: an applicant submitting a request for \$2,000 must be able to “match” the grant with an additional a minimum of \$2,000 in costs devoted to the specific project for which they applied. Thus, the entire cost of the project is at least \$4,000).

Example: Grant Award : \$2,000  
Match: \$2,000  
Total Project Cost: \$4,000

**Matching funds can be met differently depending on the type of organization that you are, and the type of grant you receive.**

Non-Arts Organizations\* –You must use cash as the match for your grant. Therefore, you must match the grant award dollar for dollar with other eligible cash funds; UNLESS you received SORP funding. If you received SORP funding, you may use up to 75% of the match from in-kind sources.

Arts Organizations\*\* – *GOS and SP funding:* You must match the grant amount with 50% cash, but the remaining 50% can be matched with in-kind funds. In-kind funds are explained below. *SORP Funding:* Up to 75% of the match can be derived from in-kind sources.

Example (arts organization, GOS or SP grant):

Grant award amount: \$2,000  
Cash Match: \$1,000  
In-Kind Match: \$1,000  
Total Project Cost: \$4,000

**Matching funds (CASH) include:** eligible expenses exceeding the grant award that are paid by the organization (see *Eligible Uses of Grant Funds* section in the Grant Guidelines, on pg. 5) towards the Special Project, or GOS. Cash matches also include other grants, donations, and anticipated program/project income.

**Matching funds (IN-KIND) include:** the value of documented donations of goods and/or services, or of waived fees. Examples: **Volunteers/Services:** if 5 members of your organization volunteer 25 hours each, a reasonable value may be set to that amount of time (\$20.25 per hour is the most current rate). The total value as in-kind matching would be used as follows: 25 hours \* 5 people = 125 hours \* \$20.25 = \$2,531.25 (\$2,531). According to the Financial Accounting Standards Board, “the value of volunteer services can be used on financial statements – including statements for internal and external purposes, grant proposals, and annual reports – only if a volunteer is performing a specialized skill for a nonprofit. The general rule to follow when determining if contributed services meet the FASB criteria for financial forms is to determine whether the organization would have purchased the services if they had not been donated”. **Rental Space:** The owner of a conference hall waives her usual rent of \$375 for your conference. You may count that \$375 towards your match, but you must document the exact waived fee.

*\*Non-Arts Organization: a non-profit community group who provides quality arts programming, but is not specifically exclusively dedicated to the arts.*

*\*\* Arts Organization: an organization whose mission is constituted exclusively for the purpose of the arts.*



**OCEAN COUNTY CULTURAL & HERITAGE COMMISSION**

**LOCAL ARTS PROGRAM FUNDING  
FINAL REPORT: NJSCA LAP FISCAL YEAR 2009  
(January 1, 2009 - December 31, 2009)**

***This report is due on or before January 4, 2009***

**Name of Organization:** \_\_\_\_\_

**Category Type of Grant Received:** \_\_\_\_\_ SP \_\_\_\_\_ SORP \_\_\_\_\_ GOS

**Please give a 1 or 2 sentence synopsis of the project or purpose of the grant:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Information [Documentation of expenses and match, along with provided budget sheets must be attached].**

1. **Grant Amount Awarded** *[This is the full award even if not yet entirely received.]* \$ \_\_\_\_\_

2. **Grant Amount Spent** *[This equals the full award, unless it was not completely spent.]* \$ \_\_\_\_\_

3. **Grant Amount Matched**

Cash Match **[all cash expenses, less grant award]** A \$ \_\_\_\_\_

Non-cash Match (or In-kind Support) B \$ \_\_\_\_\_

*[The value of materials or services specifically identified with the program/project which were provided by volunteers or outside parties at no cost to the organization.]*

Total Match (A + B) C \$ \_\_\_\_\_  
*[Must be equal to or greater than Grant Amount Spent]*

In-kind Support as a Percentage of Total Match (B ÷ C)  
\_\_\_\_\_%

4. **Total Expenditures** *[Grant Amount Spent (2) + Total Match (3C)]* \$ \_\_\_\_\_

Did you receive any other grants (not including this grant) towards this special project, in 2009?  
Please enter the total amount of other grant dollars here \$ \_\_\_\_\_

**5. COMPLETE ATTACHED ACTUAL EXPENSE/INCOME BUDGET SHEETS.**

**What is the total number of events or activities that this grant supported? (Note: For theatrical productions, count each day/eve the production is staged). \_\_\_\_\_**

**Break-Out from the Above Total**, number of activities as designated below:

\_\_\_\_\_ **Performances**      \_\_\_\_\_ **Workshops**      \_\_\_\_\_ **Exhibitions**  
 \_\_\_\_\_ **Classes**      \_\_\_\_\_ **Lectures**      \_\_\_\_\_ **Other: Describe** \_\_\_\_\_

**Number of Artists Participating:** What is the actual number of artists (soloists, performers, demonstrators, instructors, etc.) who have directly benefited from this grant? If a group has performed together, give the number of individuals within the group. \_\_\_\_\_

**ATTENDANCE**

**I. Total Attendance.** Please list the sum total of all attendance at your events. You may count someone who attended multiple events **each time** they attended. Do the same for “artists engaged”. Even if you do not have exact figures, please use your best estimate.

1. Total # of adults attending/participating:	
2. Total # of children (under 18) attending:	
3. Total # attendance/participation (this answer = 1 + 2):	
4. Indirect Attendance/Participation*:	
5. Artists Engaged:	
6. Additional Impact (newsletters, cultural calendars, etc.)	

**II. Number of Individuals Benefiting.** In this section, count an individual **once only** even if they attended multiple events. The idea here is how many individuals benefited -, regardless of how many times the same person came to different events, you would only count that person once. If you cannot obtain actual or reliable figures, leave this section blank. You will not be penalized.

1. Number of adults benefiting:	
2. Number of children (under 18) benefiting:	
3. Indirect Beneficiaries*:	
4. Artists Engaged	
5. Total Benefiting	

\* Indirect beneficiaries refer to those who received a significant artistic experience through listenership, viewership or readership via broadcast, internet or publication of a substantial amount of work, performances or artistic product.

**Audience Demographics**

For the figures provided above in the attendance section, estimate the percentages of your audiences in terms of race, ethnicity, gender, age, income level, education level, disabilities, etc. as best as you are able. **Provide percentages.**

**Arts Education:** On the lines below, please enter the amount (actual dollars) spent on arts education during the grant period and the percentage of the total arts expenditure (this figure may be larger than the amount of funding granted) for the organization.

Amount spent on pro-active\* arts education in grant year 2009    \$\_\_\_\_\_

This represents \_\_\_\_\_% of the organization's grant year 2009 budget.

- *classes, seminars, symposia, school workshops, residencies, galley talks - not regular programs - concerts, exhibits, performances.*

**In-Kind Funds:** Please estimate the total value of in-kind goods/services that have been received by your organization in FY 2009 (general operating support award recipients: count all in-kind funds; special project award recipients: count only those towards the awarded project).

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**Program Evaluation [If you prefer, attach a separate narrative addressing these questions]. NOTE: THIS SECTION IS MANDATORY!**

Briefly describe a significant accomplishment/success of the organization during this grant period that this funding enabled.

Briefly describe any outreach/marketing efforts to broaden or diversify the constituency served or to reach underserved audiences.

Briefly evaluate the overall financial success of the organization's activities funded through this grant. **If applicable, explain any deficit or surplus indicated on the budget sheets and how either will be remedied.**

Describe any important or unexpected accomplishments, awards, or recognition received by your organization, directly relating to the activities supported by this grant. An anecdotal story of how an audience member or participant benefited from a grant-funded activity is welcomed, if you have one.

**Support Material:**

Submit all relevant financial information including evidence of matching funds (invoices, canceled checks, etc.). Also attach samples of your publicity demonstrating compliance (Credit Agreement) with New Jersey State Council on the Arts (NJSCA) requirements. The preferred format for these attachments is 8 ½" X 11" photocopies. You may also attach support materials relating to the organization's efforts toward extended professional development, marketing, outreach to special constituencies, etc.

**Budget Sheets:**

Fill out actual expenses and income figures from 2009 on the budget sheets provided, for this grant period. Your report will not be considered complete, and you will not receive final payment without submission of this information.

**Authorization**

**I understand and agree that the financial and programmatic records, supporting documents, statistical records and all other records pertinent to the grant must be retained for a period of three years following the end of the grant cycle. I agree to make available to the Commission for a period of three years following the end of the grant cycle any and all financial records pertaining to the expenditure of Commission grant funds.**

**I certify that the foregoing information and all other attachments are true and correct, and that all expenditures were incurred solely for the purpose of this grant.**

**Authorized Signatures:**

Program/Project Director

\_\_\_\_\_  
Date: \_\_\_\_\_ Phone# \_\_\_\_\_  
*Print Name Signature*

Chief Financial Officer

\_\_\_\_\_  
*Print Name Signature* Phone# \_\_\_\_\_ Date: \_\_\_\_\_

Name of Person who Filled Out this Report

\_\_\_\_\_  
*Print Name Signature* Phone # \_\_\_\_\_

***KEEP A COPY OF THIS REPORT FOR YOUR ORGANIZATION'S FILE***

**FINANCES – BUDGET SHEET**

**ACTUAL EXPENSES 2009**

**EXPENSES January 1, 2009 – December 31, 2009**

**Call 732-929-4779 if you have questions.**

**SP/SORP RECIPIENTS:** Fill out TOTAL CASH EXPENSES for the project only. Do not include any other organizational expenses. Include funds from this grant as well as other funds you used.

**GOS RECIPIENTS:** Fill out your total annual actual expenses from the year 2009 for your entire organization (grant + all other expenses) in the first column.

**Consult original application guidelines for ineligible use of grant funds.**

<b>EXPENSE LINE ITEM</b>	<b>PROJECTED EXPENSES</b> <i>(Use the column on the original grant application Expenses Budget Sheet (p. 5) entitled Projected for Grant Year2009)</i>	<b>TOTAL ACTUAL CASH EXPENSES</b> <i>(All cash spent for each line item towards the project. INCLUDE THIS GRANT AND OTHER FUNDS USED).</i>	<b>BREAKOUT: THIS GRANT ONLY</b> <i>(Provide a breakout of where this grant was spent. Extract from total cash expenses).</i>	<b>(TOTAL ACTUAL IN-KIND EXPENSES)</b> <i>(if an arts organization, or receiving SORP funding)</i>
Personnel Administrative/Clerical				
Personnel Artistic				
Personnel Technical Production				
Marketing Costs (Advertising)				
Space Rental/ Mortgage Payments				
Travel + Transportation				
Supplies				
Telephone				
Insurance				
Facility Maintenance				
Rentals				
Technical Production (Other than Personnel)				
Program Access Accommodation (Itemize)				
Repayment of Loans				
Other – (Itemize if greater than 5% total)				
<b>TOTALS</b>			*	

\* This figure should add up to the entire grant award, even if not yet received.

**FINANCES – BUDGET SHEET**

**REVENUE/INCOME 2009**

**REVENUE/INCOME January 1, 2009 – December 31, 2009** Call 732-929-4779 if you have questions.

YOU MUST USE THIS FORM. NO SUBSTITUTIONS PERMITTED. Everyone must fill this section out. Every regrantee has income. This is what makes up your match for the grant. **If applicable, explain any deficit or surplus and how either will be remedied, on page 3 of the final report form.**

<b>INCOME SOURCE</b>	<b>PROJECTED INCOME</b> (Use the column on the original grant application Income Budget Sheet, page 6, Cash Income, rightmost column – Projected for Grant Year 2009)	<b>ACTUAL CASH INCOME</b> ( <i>SP – towards project only;</i> <i>GOS – total annual income</i> )	<b>ACTUAL IN-KIND</b> ( <i>if applicable</i> )
<b>Membership Dues</b>			
<b>Admissions – Ticket Sales</b>			
<b>Seminar/Workshop/Class Fees</b>			
<b>Advertising Income</b>			
<b>Other Earned Income</b> ( <i>list sources</i> )			
<b>Private Contributions</b>			
<b>Corporate Contributions</b> ( <i>List sources</i> )			
<b>Foundation Contributions</b> ( <i>List sources</i> )			
<b>Government</b> (* <i>not including this Local Arts Program Grant</i> ) Indicated if from Local, State, or Federal source			
<b>Other:</b> ( <i>Identify Source and Amount</i> ).			
<b>Award received from this NJSCA/OCC&amp;HC Local Arts Program Grant</b> ( <i>list full award, even if not yet received</i> )		*	
<b>TOTAL</b>			**

\* This figure should add up to the entire grant award, even if not yet received

\*\* This figure should be the same as total in-kind expenses.