

**Ocean County
Cultural & Heritage Commission
MEMORANDUM**



To: Local Arts Program FY11 Regrant Recipients
From: Lindsay A. Dandeo, Cultural & Heritage Commission
Date: November 17, 2011
Subject: **FY 2011 Local Arts Program Grant Final Report**

Enclosed please find the FY 2011 Local Arts Program Grant Final Report forms for the grant period January 1, 2011 – December 31, 2011. Please complete the forms and return them to the Commission by **January 5, 2012**. This is a postmark deadline. *Delayed receipt of reports will affect your organization's accountability status, and could result in a reduction of future grant funding or forfeiture of the final payment.*

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 2011 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) if you have any questions (no question is too minor) regarding this paperwork.

Wishing you a wonderful Thanksgiving and holiday season!

Intro Memo
Instructions
Match Flyer
Final Report Form FY 11 (including budget sheets)
Photo Consent Form



**LOCAL ARTS PROGRAM FUNDING
FINAL REPORT: NJSCA LAP FISCAL YEAR 2011
(January 1, 2011 - December 31, 2011)**

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, the grant guidelines, and your Program/Budget Revision Form handed in with the Grant Agreement last winter.
- 2) All 2011 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) Fill out the Final Report form, including income and expense budget sheets. Use the 2011 Program/Revision Budget Form when filling out the budget sheets.
- 4) Prepare copies of invoices and cancelled checks to substantiate the grant and match expenditures.
- 5) Have the Program Director and Chief Financial Officer sign the last page of the Final Report form.
- 6) Prepare support materials (two photographs with consent forms and publicity materials).
- 7) 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.

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

This report is due (postmarked) on or before **January 5, 2012**.

This is a strict deadline. Delays may hold up or forfeit the remainder of your grant payment, or affect future grant funding amounts through accountability status.

THE FOLLOWING ITEMS ARE REQUIRED
ALONG WITH YOUR FINAL REPORT:

- 1. Expense/Income Budget Sheets** (pages 4 and 5 of the final report form) – projected and actual income and expense figures from FY 11. Use of the provided forms is required.
- 2. Copies of actual cancelled checks** which substantiate evidence of grant and matching fund expenditures for your grant (see page 6 for more information).
- 3. Publicity** (see page 3 for more information).
- 4. Two publishable photos** with consent forms and descriptions (see page 3 for more information).



PLEASE REVIEW THE FOLLOWING FOR A DETAILED EXPLANATION OF THE MATCH REQUIREMENTS FOR THE 2011 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. When completing the final report, please provide backup financial documentation for the total cost of the project or GOS. For example: an applicant submitting a request for \$2,000 must be able to “match” the grant with an additional 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. The organization would then provide documentation of \$4,000 worth of expenditures.

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 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 2011
(January 1, 2011 - December 31, 2011)

This report is due on or before January 5, 2012.

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

Please note: Remaining financial information requests have been moved to the end of the report.

Grant Amount Awarded [The full award even if not yet entirely received.] \$ (A)

Grant Amount Spent [The full award, unless it was not completely spent.] \$ (B)

Activities Statistics

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.

Table with 2 columns and 6 rows: 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 2011 \$_____

This represents _____% of the organization’s grant year 2011 budget.

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

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.

Program Evaluation, Cont.

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.

Photographs: Submit 2 non-returnable publishable photographs of activities from the past year (prints or disc) along with consent forms (attached). Images should demonstrate the public benefit or value provided by the grant funded activities, such as individuals engaged in art-making or actively participating as audience members, artists at work, etc.

Publicity: 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

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.**

In-Kind Funds: Please estimate the total value of in-kind goods/services that have been received by your organization in FY 2011 (general operating support award recipients: count all in-kind funds; special project award recipients: count only those towards the awarded project).

Fill out actual expenses and income figures from 2011 on the budget sheets provided, for this grant period.

\$

FINANCES – BUDGET SHEET
EXPENSES January 1, 2011 – December 31, 2011

ACTUAL EXPENSES 2011

Call 732-929-4779 if you have questions.

SP/SORP RECIPIENTS: Fill out this EXPENSES sheet 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 2011 for your entire organization (grant + all other expenses).

Consult original application guidelines for ineligible use of grant funds.

EXPENSE LINE ITEM	PROJECTED EXPENSES <i>(Use the Program Budget Revision Form handed in with the 2011 Grant Contract).</i>	TOTAL ACTUAL CASH EXPENSES <i>(All cash spent for each line item towards the project. INCLUDE THIS GRANT AND OTHER FUNDS USED).</i>	BREAKOUT: THIS GRANT ONLY <i>(Provide a breakout of where this grant was spent. Extract from total cash expenses).</i>	(TOTAL ACTUAL IN-KIND EXPENSES) <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 (interest only)				
Other – (Itemize if greater than 5% total)				
TOTALS		(C)	(B)	(D)

FINANCES – BUDGET SHEET

REVENUE/INCOME 2011

REVENUE/INCOME January 1, 2011 – December 31, 2011 Call 732-929-4779 if you have questions.

YOU MUST USE THIS FORM. NO SUBSTITUTIONS PERMITTED. Everyone must fill this section out. The reported income 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.**

INCOME SOURCE	PROJECTED INCOME <i>(Use the Program Budget Revision Form handed in with the 2011 Grant Contract).</i>	ACTUAL CASH INCOME <i>(SP – towards project only; GOS – total annual income)</i>	ACTUAL IN-KIND <i>(if applicable)</i>
Membership Dues			
Admissions – Ticket Sales			
Seminar/Workshop/Class Fees			
Advertising Income			
Other Earned Income <i>(list sources)</i>			
Private Contributions			
Corporate Contributions <i>(List sources)</i>			
Foundation Contributions <i>(List sources)</i>			
Government <i>(* not including this Local Arts Program Grant)</i> Indicate if from Local, State, or Federal source			
Other: <i>(Identify Source and Amount).</i>			
Award received from this NJSCA/OCC&HC Local Arts Program Grant (list full award, even if not yet received)		(A)	X
TOTAL			(D)

COMPLETE THE ABOVE ACTUAL EXPENSE/INCOME BUDGET SHEETS before completing this section. Insert the requested figures below directly from the Budget Sheets, as instructed.

1. **Total Actual Cash Expenses** [of your project (SP) or organization (GOS)]
This figure is the total at the bottom of the Total Actual Cash Expenses column (green box). Please write the figure here: \$ **(C)** _____
2. **Grant Amount Awarded** [The full award even if not yet entirely received.] \$ **(A)** _____
3. **Grant Amount Spent** [The full award, unless it was not completely spent.] \$ **(B)** _____
4. **Total Cash Match** [#1 Total Actual Cash Expenses minus # 3 Grant Amount Spent, or C - B)]. \$ _____

Arts Organizations and SORP recipients:

5. Total Amount of In-Kind Goods & Services applied to your match: \$ **(D)** _____

6. Did you receive any other grants (not including this grant) towards this special project, in 2011? Please enter the total amount of other grant dollars here \$ _____
7. **Submit relevant financial information including evidence of expenses and matching funds (photocopies of canceled checks, invoices etc.). 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

 Phone# _____ Date: _____
Print Name Signature

Name of Person who Filled Out this Report

 Phone # _____
Print Name Signature

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

