

**Ocean County
Cultural & Heritage Commission
MEMORANDUM**



To: Local Arts Program FY08 Regrant Recipients
From: Lindsay A. Dandeo, Acting Administrator, Cultural & Heritage Commission
Date: December 9, 2008
Subject: **FY 2008 Local Arts Program Grant Final Report**

Enclosed are the FY 2008 Regrantee Final Report forms and attachments for the for the grant period January 1, 2008 – December 31, 2008. **The completed and signed report is due on January 23, 2009. There will be no exceptions** unless there is a true emergency situation, because the information from your final reports gets plugged into OUR final report to the state, which is due February.

New - please review the *Instructions for Completing the FY 2008 Local Arts Program Grant Final Report* attached document thoroughly before you begin. Helpful Hints, including a list of things you will need to prepare the report, and how to prepare it are included.

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.

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 2008 Arts Regrants Final Report
14 Hooper Avenue
P.O. Box 2191
Toms River, NJ 08754-2191**

Wishing you a joyous holiday season and wonderful New Year.

Encs. Instructions
Final Report Form FY 08
Expense Budget Sheet
Income Budget Sheet
Match Flyer
Consent Form



OCEAN COUNTY CULTURAL & HERITAGE COMMISSION

LOCAL ARTS PROGRAM FUNDING

FINAL REPORT: NJSCA LAP FISCAL YEAR 2008

(January 1, 2008 - December 31, 2008)

Instructions for Completing the FY 2008 Local Arts Program Grant Final Report

***This report is due (postmarked) on or before January 23, 2009.
This is a strict deadline – (Your numbers are needed for our Final Report, due to State Government by February)***

THE FOLLOWING ITEMS ARE REQUIRED ALONG WITH YOUR FINAL REPORT:

- 1. Expense/Income Budget Sheets (provided)** – actual income and expense figures from FY 08. 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.**

Helpful Hints

Before you begin, gather the following items:

- All 2008 Financial, Activities, and Attendance records. This includes copies of cancelled checks and/or invoices or purchase orders to illustrate the grant expenditures and match.
- All Program Flyers, Press Releases, and articles relating to the grant project.
- A copy of your original grant application, along with the grant guidelines, on hand.
- Two publishable photos with signed consent forms and captions (form included in this packet) showing people benefiting from /participating in a grant-funded activity.

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Helpful Hints, Cont.

How to prepare the report:

- Read the entire Final Report form, and review the Match Flyer and Budget Sheets before you begin answering questions.
- Refer also to the original grant guidelines and application for reference in helping you fill out The forms.
- Complete both income and expense budget sheets.
- Prepare copies of invoices and canceled checks to substantiate the match.
- Fill out the Final Report form.
- Prepare support materials (see instructions on page 4 of the form).
- Prepare photos and consent forms.
- Have the Program Director and Chief Financial Officer sign the last page of the Final Report form.
- 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.

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PLEASE REVIEW THE FOLLOWING FOR A DETAILED EXPLANATION OF THE MATCH REQUIREMENTS FOR THE 2008 GRANT.

MATCHING FUNDS

What the Match Is

All (SP, SORP, and GOS) 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

The “match” 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 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:

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

How the Match Can Be Met

Matching funds (CASH) include: expenses exceeding the grant award that are paid by the organization (see *Eligible Uses of Grant Funds* section, pg. 3) 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 (\$19.51 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 * \$19.51 = \$2,438.75 (\$2,439). 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.

IN ALL CATEGORIES, evidence of matching funds (copies of invoices, canceled checks, etc.) must be submitted with the grantee organization’s Final Report at the end of the grant period. All in-kind services or donated materials and supplies must also be documented and submitted with the organization’s Final Report at the end of the grant period. In-kind time donations may be documented by timesheets used to record volunteer hours, and statements of the value of donated goods and services.

