



administered by the

Alaska State Council on the Arts

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## CULTURAL COLLABORATION PROJECT GRANT FINAL EVALUATION & ACCOUNTING

**GUIDELINES:** This report is due 30 days following the end of the project. Late accounting will delay the processing of current grant funds and jeopardize future grant awards. Photo documentation is useful for our annual reporting. If you have good photos of your project, please label and send them to our office on either a CD or DVD, or attach them to your emailed report.

Organization Name: \_\_\_\_\_

Person Filing this report & phone contact: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ DUN #: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Grant Amount: \_\_\_\_\_

Activity or Project Name: \_\_\_\_\_

Project Dates: \_\_\_\_\_

Total # of People Served: \_\_\_\_\_

Total # of Artists: \_\_\_\_\_

Total # of Youth: \_\_\_\_\_

### INSTRUCTIONS:

1. Provide the following information on no more than two pages in no smaller than 11pt. type:
  - a) Describe your program or project. What were the goals or anticipated outcomes?
  - b) How did you meet your goals/anticipated outcomes for the project?
  - c) Was there a change from your original grant request? If so, please explain.
  - d) Did your final actual income and expenses vary more than 10% from your budget? If yes, please explain.
2. Complete the attached financial pages. "Actual" means the actual income and expenses your organization received or expensed for the project. Please include all revenue cash sources. "In-kind" income and expenses means the items for which the project received donations, such as food, housing, lodging, staff support. Please include both the income for the donations & the expenses.
3. Complete the statistical information pages.
4. Please sign the back page. Keep a copy for your files and email/mail an original to the Alaska State Council on the Arts at [laura.forbes@alaska.gov](mailto:laura.forbes@alaska.gov) or 161 Klewin St., Ste. 102, Anchorage, AK, 99508

### Alaska State Council on the Arts

161 Klewin St., Suite 102, Anchorage, AK 99508 (907) 269-6610 Fax: (907) 269-6601  
Toll Free: 1-888-278-7424 TTY: 1-800-770-8973 Website: <http://education.alaska.gov/aksca/>

Final Accounting- Project Grant

Organization Name: \_\_\_\_\_

Please complete this page. Include the original budget found in your application and the actual cash, in-kind and expenses of the project. Please explain any line item that is 10% more or less than the original budget.

	<b>Original Budget</b>	<b>Actual Cash</b>	<b>Actual In-kind</b>	<b>Actual Total</b>
<b>Income (list Source)</b>				
ASCA Award				
<b>Total Income</b>				

Expenses (list)

<b>Total Expenses</b>				
Surplus/(Deficit)				

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# Final Evaluation and Accounting Report-Project Grants

Organization Name: \_\_\_\_\_

**STATISTICAL INFORMATION:** Please check the appropriate box below. The information on this form is required by the National Endowment for the Arts and helps us make federal funding available across Alaska. This information is only used for statistical purposes, and will not affect your application. Thank you for providing these important details

## PROJECT DISCIPLINE

- 01 Dance**
  - A Ballet
  - B Ethnic/Jazz
  - C Modern
- 02 Music**
  - A Band
  - B Chamber
  - C Choral
  - D New
  - E Ethnic
  - F Jazz
  - G Popular
  - H Solo/Recital
  - I Orchestral
- 03 Opera/Musical Theatre**
  - A Opera
  - B Musical Theatre
- 04 Theatre**
  - A Theatre, General
  - B Mime
  - D Puppet
  - E Theatre for Young Audiences
- 05 Visual Arts**
  - A Experimental
  - B Graphics
  - D Painting
  - F Sculpture
- 06 Design Arts**
  - A Architecture
  - C Graphic
- 07 Crafts**
  - A Clay
  - B Fiber
  - C Glass
  - D Leather
  - E Metal
  - F Paper
  - G Plastic
  - H Wood
  - I Mixed Media
- 08 Photography**
- 09 Media Arts**
  - A Film
  - B Audio
  - C Video
  - D Technology/Experimental Media
- 10 Literature**
  - A Fiction
  - B Non-Fiction
  - C Playwriting
  - D Poetry
- 11 Interdisciplinary**
- 12 Folklife/Traditional /Native Arts**
  - A Folk/Traditional /Native Dance
  - B Folk/Traditional/Native Music
  - C Folk/Traditional /Native Crafts & Visual
  - D Oral Traditions
- 13 Humanities**
- 14 Multidisciplinary**
- 15 Non-Arts/Non-Humanities**

## ACTIVITY TYPE

### ORGANIZATIONS

- 05 Concert/Performance/Reading
- 06 Exhibition
- 08 Fair/Festival
- 11 Operating Support/Local Arts Agency Support
- 12 Arts Instruction
- 13 Marketing
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 26 Regranting
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 01 Acquisition
- 02 Audience Services
- 10 Organization/Institution Establishment

### EDUCATION

- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 27 Translation
- 30 Student Assessment
- 31 Curriculum Development/Implementation

### INDIVIDUAL

- 29 Professional Development/Training
- 04 Artwork Creation
- 09 Identification/Documentation of Artwork
- 14 Professional Support - Administrative
- 15 Professional Support - Artistic
- 25 Apprenticeship
- 99 None of the Above

### Arts Education

- 01 50% or more of project activities are arts education directed to:
  - A K-12
  - B Higher education
  - C Pre-kindergarten
  - D Adult learner
- 02 Less than 50% of project activities are arts education directed to:
  - A K-12
  - B Higher education
  - C Pre-kindergarten
  - D Adult learners
- 99 No arts education

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# Final Evaluation and Accounting Report – Project Grant

Organization Name: \_\_\_\_\_

## Project Race

- N\_\_ American Indian/Alaska Native
- A\_\_ Asian
- B\_\_ Black/African American
- H\_\_ Hispanic/Latino
- P\_\_ Native Hawaiian/Pacific Islander
- W\_\_ White
- 99\_\_ No single group

Project Descriptors-Please indicate if 50% or more of your project/season are in the following categories:

- A\_\_ Accessibility
- I\_\_ International
- P\_\_ Presenting/Touring
- T\_\_ Technology

- Y\_\_ Youth at Risk
- O\_\_ Older Adults
- H\_\_ Health/Healing
- E\_\_ Economic Development
- C\_\_ Cultural/Heritage Tourism

Records and documentation of the above report including in-kind contributions shall be maintained in accordance with the regulations of the Alaska State Council on the Arts and the National Endowment for the Arts. Records shall be maintained by the grantee for a minimum of three (3) years.

## **REPORTED BY**

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

## **Checklist**

- One copy of any promotional materials
- One copy of Program(s) or Catalog(s) (if available)
- Photographs of your program suitable for reproduction
- Mail or email completed report to Alaska State Council on the Arts no later than 30 days after end of grant period.

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