



Cultural Collaborations Access Grant

Final Report: Cover and Submission Instructions

Alaska State Council on the Arts
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This final report form is also available for download on the ASCA website at <http://arts.alaska.gov/>. Please complete this report and return to the Alaska State Council on the Arts 60 days following the end of the Access Grant activity funded, or prior to August 31, following the end of the grant fiscal year (July 1- June 30).

Access Grant Final Report Cover

Award & Contact Information
School/Organizational Applicant Name:
Access Grant Award Number:
Access Grant Award Amount: \$
Grant Contact Name:
Grant Contact Phone & Email:
School Site Principal/Leader Name:

Award Participation Information: please complete this section with the numbers of individuals participating in each group. In the "Overall total individuals" number, include those who you estimate participated in the other three groups, as well as any who were included in the project, but were not necessarily the most direct focus of the project. For example, audience members, family members and volunteers who were engaged, but not the core intended audience.	
Total number children & youth:	Total number school staff/educators:
Total number of artists:	Overall total individuals:

Access Grant Final Report: How to Submit

Submit your Cultural Collaborations Access Grant final report to: Attn: Arts Education Program Director. The final report may be sent regular post or by email, to the contact at the top of this form. We encourage you to retain a copy of this report for your records.

We are unable to accept faxed applications. If you are sending your application via email, please include "Access Grant Final Report" and the name of your school/organization in the email subject line. Applications may be either typed or hand-filled; please be sure the application text and any digital file of the application (scanned pdf materials are preferred) are legible, and compatible with a Windows-based PC. Emailing a single file is preferred, but multiple files will also be accepted. If so, please label the files in such a way that the total number of files included, is clear. For example: "(Awardee Name) Access Grant Final Report 1 of 5."

A completed Cultural Collaborations Access Grant Final Report includes: the **Final Report Cover, Narrative, Documentation, Final Accounting Form & Certification.**

Cultural Collaborations Access Grant

Final Report: Narrative Report and Documentation

Access Grant Final Report Narrative

Respond to the following questions, describing the experience(s) the Access Grant helped to support. Limit your response to no more than two attached pages in no smaller than 11 pt. type:

1. Describe your program or project. What were the goals or anticipated outcomes?
2. Describe what your students saw, experienced and learned.
3. How did you meet your goals/anticipated outcomes for the project?
4. To which Alaska Arts Standards do you feel these activities related for your students? To other content areas? Alaska Arts Standards available at <https://education.alaska.gov/standards/arts>.
5. Was there a change from your original grant request: If so, please explain.
6. Did your final actual income and expenses vary more than 10% from your budget? If yes, please explain.

Access Grant Final Report Documentation

Attach any photographic or other documentation of the activities this grant supported or include with your report. If you include photographs of your students as they participate in the Access Grant activities, please let us know if we may share this documentation with our authorizers, partners and constituents as evidence of the impact of this program. Please include labels for each documentary artifact.

Cultural Collaborations Access Grant

Final Report: Final Accounting and Certification

Access Grant Final Accounting Form

Project Income

List actual funding for this project both earned and contributed. List separate cash (individual and business contributions, earned income and grants) and in-kind sources (donated services, goods and materials needed for the project for which you would otherwise pay) If your organization is paying for the services, this is not in-kind but "Applicant Cash."

Category (please list)	Cash Amount \$	In-kind Amount \$*
Subtotal		
Cultural Collaborations Access Grant Award Amount		
Total Project Income		

Project Expense

List all expenses related to this project by category (artist fees, production expenses, supplies, etc). Include in-kind expenses (matching that listed on the income page), such as donated lodging, supplies, services, administration, etc.

Category	Cash Amount \$	In-kind Amount \$*
Artist Fee		
Supplies		
Transportation		
Per diem/Accommodations		
Printing		
Documentation		
Facility Rent		
Other (please list)		
Total Project Expense		

Access Grant Final Report Certification

Certification: By signing this document, I certify that the information contained in this final report, including attachments, is true and correct to the best of my knowledge. I am the authorized signor for the grantee organization.	
Report Prepared by (printed name & title):	
Contact Phone:	Contact Email:
Signature:	Date of Signature: