

Harper Arts Touring Fund Grant

A program of the Alaska State Council on the Arts | Grant Final Report for
Performing Arts Presenters and Visual Arts and Culture Exhibitors

Instructions

Read the Harper Arts Touring Fund Grant Final Report, completely. If you have questions about this report form, contact the program administrator at the Alaska State Council on the Arts (ASCA) at (907) 269-6682, or at laura.forbes@alaska.gov.

Harper Arts Touring Fund (HAT) Grant Final reports should be postmarked, emailed or hand delivered no later than 60 days following the completion of the HAT activity, or no later than August 31st of the fiscal year in which the HAT grant activity is completed. For projects that cross the fiscal year, contact the program administrator in advance, for assistance in determining the appropriate timeline.

A complete HAT grant final report includes the Final Report Form, the Final Accounting Report Form, the Final Report Narrative, Attachments, and Certification. Please contact the program administrator at ASCA for technical support if the forms/materials provided here are not accessible.

Submitting a Final Report

Submit by postal mail, or in person to:
Harper Arts Touring Fund Grant
Alaska State Council on the Arts
161 Klevin St., Suite 102
Anchorage, AK. 99508

-OR-

Email a completed final report with an electronic signature to: laura.forbes@alaska.gov. It is preferred that final reports be sent as a single electronic file, with all forms and support materials included. If submitting multiple files, please be sure they files are clearly labeled, and the labeling indicates that there are multiples; e.g. "HATFinalReport_Part1of4_nameofgrantee"

1) Final Report Form: the Final Report form is to be completed by an individual community presenter/exhibitor, or lead presenter/exhibitor for a coordinated tour. Lead presenter/exhibitor-coordinated tours should include information about the activity in your own community, as well as audience/activity numbers in your partner host communities.

2) Final Accounting Form: The final accounting form is to be completed by an individual community presenter/exhibitor, or lead presenter/exhibitor for a coordinated tour. Lead presenter/exhibitor-coordinated tours should complete the final accounting form with the expenses/income for the presentation/exhibition in your own community, and including the travel/freight expenses for the entirety of the tour, including all the presenting communities.

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3) Final Report Narrative: complete a narrative of no more than two pages responding to the following questions. It is helpful to format the narrative aligned with the numbering for the questions, below:

1. Describe your program/performance/exhibit including audience/community response, problems encountered, and lessons learned. For lead presenters/exhibitors, please be sure to include challenges and outcomes that relate to your experience working with other communities to host the tour.
2. If possible, please provide a single story/anecdote/quote from your audience that is an example of a positive outcome for the project.
3. Was there a change from your original application? If yes, what was the change and why?
4. Did your actual income and expense vary more than 10% from your original budget? If yes, please explain.
5. If travel expenses were greater than the grant amount, please explain.

4) Attachments

- Attach any photographic or other documentation of the activities this grant supported or include with your report. If you include photographs or video, 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.
- Attach any posters, programs, catalogs, publicity or other promotional/outreach materials, particularly when you have been able to include the ASCA or Rasmuson Foundation logos or citation of grant support including the Harper Arts Touring Fund.
- Share links to any local news, social media or other documentation of the project.

5) Certification

Attach this page to the completed final report materials as listed, above.

By signing this final report, I certify that the information contained in this report, including attachments, is true and correct to the best of my knowledge. I am authorized to legally obligate the grantee to these statements, above.

Certification
Signature of Authorizing Official:
Date of Signature:
Printed Name and Title:
If not previously provided, email and phone contact:

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Organizational Information

Organization Name:
Mailing Address:
City, State, Zip Code:
Contact Person and Title:

Contact Email:	Organizational Website:
Contact Phone:	Organizational Phone:
Grant Award Number:	Grant Award Amount: \$

Project Information & Statistics

Performance/Exhibition Title:
Performance/Exhibition Media (i.e. music, dance, visual art):
Public Performances/Exhibitions & Dates (list):
Performance/Exhibition Venue(s):
Outreach Activities (list):
Total Number of Artists Involved:
Total Audience Served (include all communities on a tour):
Number of Children and Youth Served:
Number of Adults Served:
Was this Project be block-booked with at least two presenter/exhibitors, including the applicant?:
List any other key Project Partners, beyond your organization, and other than community presenter/exhibitor host organizations that hosted the tour in other communities, e.g. outreach partners:

Communities Involved with a Tour

If applicable, list the communities and presenting/exhibiting tour partners that were involved with a Lead Presenter/Exhibitor-coordinated tour.

Community	Presenter

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Project Final Accounting

Complete the final accounting form for the performance/exhibit that includes actual income (earned income from admissions, donations, grants, in-kind services, etc.) and expenses (artist fees, travel/freight, facility rental, marketing, technical and production costs, etc.).

A lead presenter-coordinated tour budget should include the project cost for the lead presenter community + the travel/freight costs for the additional community presenters to be included in the application, as expenses. "Community Presenter Commitments" on the income side, refers to the travel/freight the tour communities committed to support for the artists/exhibits, beyond the amount included in the HAT fund grant.

Project Income

Category	Cash Amount \$	In-kind Amount \$*
Admissions		
Individual Contributions		
Business/Corporate Contributions		
Grants (not including Harper request)		
Community Presenter Commitments		
Other:		
Other:		
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Total Project Income		

Project Expense

Category	Cash Amount \$	In-kind Amount \$*
Artist Fee		
Venue Rental Fee		
Travel (Out-of-State)		
Travel (In-State)		
Local Transportation		
Freight (Out-of-State)		
Freight (In-State)		
Lodging/Accommodations		
Per Diem/Meals		
Marketing		
Administrative Cost		
Other:		
Other:		
Total Project Expense		

*The estimated dollar value of services or materials contributed to support the activity, excluding cash contributions. The valuation of donated supplies must not exceed the fair market value of the property at the time of the donation. Volunteer time must be calculated at a "fair market" price, that is, at a minimum wage that a person paid to do the same work would be paid. In-kind should be matched on the income and expense budgets.