



SPECIAL PROJECT GRANT FINAL REPORT

Funding Period: January 1, 2017 - December 31, 2017

Final Report Deadline: Friday, December 8, 2017, by 3:00 PM

Submit:

- Pages 1-2, Narrative
- Page 2, Authorization, Signed (in blue ink) original
- Page 3, Activities and Attendance Record
- Page 4, Project Expenditures
 - Itemize Project Expenditures (C.) and (N.) on reverse of Page 3 if more space is needed.
- Up to 5 published press releases, recent articles, literature, and/or programs that give funding credit to the Hunterdon County Cultural & Heritage Commission.
- Detach this cover page and the Glossary, and retain with your copy of the Final Report.

No ring binders or plastic report covers.

Final Reports must be typed/computer generated. No final report extensions will be given. Failure to comply with guidelines in any way will result in pro forma rejection.

Please read the entire report before filling in any section.

Mailing Address

Cultural & Heritage Commission
County of Hunterdon County
PO Box 2900
Flemington, NJ 08822-2900

Hand Delivery Location

Cultural & Heritage Commission Office
314 State Route 12 County Complex, Bldg #1
Suite 140
Flemington, NJ 08822

Email cultural@co.hunterdon.nj.us

Phone (908) 237-2010

Fax (908) 237-2017

Website <http://www.co.hunterdon.nj.us/depts/c&h>

(You may not submit a Final Report
via e-mail or fax.)

Directions

From the North

Take Route 31 south to the Route 202/31 Circle in Flemington. Proceed west on Route 12 to the third traffic circle. Continue west on Route 12 towards Frenchtown approximately 1.7 miles. Turn left into the Hunterdon County Complex. Building #1 is the first building on the right.

From the South

Take Route 202 south from Somerville to the Route 202/31 Circle in Flemington. Proceed west on Route 12 to the third traffic circle. Continue west on Route 12 towards Frenchtown approximately 1.7 miles. Turn left into the Hunterdon County Complex. Building #1 is the first building on the right.

Project Extension Request: If the project will not be completed within the funding period, a written request for a project extension must be received by 3pm Friday, November 10, 2017 and is subject to Commission approval.

Additional Final Report Forms are available:

- On-line at www.co.hunterdon.nj.us/depts/c&h
 - At the Hunterdon County Cultural & Heritage Commission, M-F, 8:00 to 4:30 p.m. (908) 788-1490
- The HCC&HC office is ADA accessible, with specific exceptions. To confirm your accessibility needs are met or if you need special accommodations in filing a HCC&HC grant application, call (908) 788-1490

**CALL (908) 788-1490 TO REQUEST
LARGE PRINT FINAL REPORT FORMS.**

Large
Print

Hunterdon County Cultural & Heritage Commission
SPECIAL PROJECT GRANT FINAL REPORT
Funding Period: January 1, 2017 - December 31, 2017
Final Report Deadline: Friday, December 8, 2017, by 3 PM

Grantee: _____

Name of Project: _____

Amount of Grant Award: \$ _____

Date(s) project took place or was completed: _____

If the project will not be completed within the funding period, a written request for a project extension must be received by 3pm Friday, November 10, 2017 and is subject to Commission approval.

Contact Person Name & Title: _____

Contact Person Daytime Telephone: (____) ____ - _____

Contact Person E-mail Address: _____

FINAL REPORT NARRATIVE Please respond fully to the following questions (use a separate page if needed). Please repeat the questions as the introduction to each of your answers.

1. What did you/your organization accomplish this year that would not have been possible without Special Project grant support?

2. How did your Special Project Grant-funded activity impact the community you serve?

3. Describe the audience that was targeted and served. Did your audience reflect the projected goals and composition you estimated in your application? Describe any unexpected outcomes.

4. Describe and evaluate your marketing and promotion efforts. How did you reach out to the community to let them know about your activities?

5. Did you form any new partnerships or collaborate with another organization?

SPECIAL PROJECT BENEFIT

Number of Hunterdon county individuals BENEFITING (see attached Glossary) from this project:

_____ Adults (exclude senior citizens and people with disabilities)

_____ Senior Citizens (exclude people with disabilities)

_____ Youth (exclude people with disabilities)

_____ People with Disabilities (Adults, Senior Citizens and Youth)

_____ **Total individuals BENEFITING**

Number of Hunterdon county individuals INVOLVED in this project:

_____ Adults (exclude senior citizens and people with disabilities)

_____ Senior Citizens (exclude people with disabilities)

_____ Youth (exclude people with disabilities)

_____ People with Disabilities (include adults, senior citizens and youth)

_____ **Total individuals INVOLVED**

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, Activities and Attendance Record, Project Expenditures, and all other attachments are true and correct, and that all expenditures were incurred solely for the purpose of this grant.

Authorized Signature: _____ Date: _____

Sign in BLUE ink.

Title: _____

ACTIVITIES AND ATTENDANCE RECORD

Grantee: _____

- All grant recipients must enter the number of grant-funded activities in the appropriate column and row.
- All grant recipients must enter the total number (T) in attendance for that event.
Example: 300T (Total Attendance)
If possible, detail the attendance figure by specific categories. Example: 138A (Adults, exclude senior citizens and people with disabilities), 98SC (Senior Citizens, exclude people with disabilities), 55Y (Youth, exclude people with disabilities). 9D (People with Disabilities: include adults, senior citizens, and youth).
- If the grant funded an improvement, publication, preservation, etc., indicate in Column VI how many people have/will benefit from the grant award.

2017 HCC&HC Special Project Grant Funded PUBLIC ACTIVITIES	<u>I.</u>	<u>II.</u>	<u>III.</u>	<u>IV.</u>	<u>V.</u>	<u>VI.</u>
	THEATRE/ POETRY READING	DANCE	LITERATURE	MUSIC	VISUAL ARTS/ CRAFTS	OTHER
# of Performances Exhibition Craft Fairs Poetry Readings						
Enter Attendance # in Columns I. – V. OR Enter # Benefiting in Column VI.	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T
# of Demonstrations/ Workshops						
Enter Attendance # in Columns I. – V. OR Enter # Benefiting in Column VI.	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T
# of Classes (Count each class in a series)						
Enter Attendance # in Columns I. – V. OR Enter # Benefiting in Column VI.	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T
# of Festivals						
Total # Days						
Total # of Events						
Enter Attendance in Columns I. – V. OR Enter # Benefiting in Column VI.	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T	A SC Y D T
Total Attendance # in Columns I. – V. OR Total # Benefiting in Column VI.	<u>I.</u> A SC Y D T	<u>II.</u> A SC Y D T	<u>III.</u> A SC Y D T	<u>IV.</u> A SC Y D T	<u>V.</u> A SC Y D T	<u>VI. Total</u> A SC Y D T

KEY: A = Adults (exclude Senior Citizens & D/Persons with Disabilities) Y = Youth (exclude D/Persons with Disabilities)
 SC = Senior Citizens (exclude D/Persons with Disabilities) D = People with Disabilities (include Adults, Sr. Citizens, & Youth)
 T = Total Attendance

COUNTY SPECIAL PROJECT EXPENDITURES Final Report FY2017
 (please download and use Excel form)

Grantee: _____

Amount of Grant Award \$: _____

INCLUDE MATCHING FUNDS HERE

2017 HCC&HC Special Project Grant Expenditures	Grant Funds Expended	Cash	In-Kind	Total of match	Category Total
A. Salaries/Wages*	Not allowed				
B. Fringe Benefits*	Not allowed				
C. Outside Fees/ Services/ Consultants/ Honoraria*					
D. Travel					
a. Maintenance					
b. Transportation					
E. Typesetting					
F. Printing					
G. Telephone					
H. Office Supplies					
I. Postage					
J. Photography/ Photocopying					
K. Rental of Space					
L. Rental of Equipment					
M. Capital Expenditures/ Purchases					
N. Other misc. (ie. Advertising, costume expenses, sets, props, concessions, royalties, payroll fees, etc.)					
1.					
2.					
3.					
4.					
COLUMN TOTALS					

* Describe outside fees/services (c) on back of this page if more space is needed.
 * Credentials must be provided for all consultants and persons receiving honoraria.
 * Consult original application guidelines for eligible/ineligible use of grant funds.

Grant Glossary

Abbreviation Key -

- A** – **Adults** (exclude senior citizens, and people with disabilities; include minorities)
SC – **Senior Citizens** (exclude people with disabilities; include minorities)
Y – **Youth** (exclude people with disabilities; include minorities)
D – **People with Disabilities** (include adults, senior citizens, youth and minorities)
T – **Total attendance = A + SC + Y + D.** Minorities are included in these figures.
M – **Minorities** (include adults, senior citizens, youth, and people with disabilities)

ADMISSIONS - Funds generated through the sale of tickets or other admission.

APPLICANT CASH MATCH - Funds from applicant's present, future or anticipated resources that will be used towards general operating or special project costs or to underwrite overall budget.

AUTHORED SIGNATURE – Signature of person with authority to legally obligate applicant.

BENEFITING – See Individuals Benefiting and Indirectly/Otherwise Benefiting in Glossary

CAPITAL EXPENSES - Capital expenses for artistic programming may be used as part of your match, however, grant funds cannot be used for capital purchases.

CASH ON HAND - Surplus funds carried forward from the previous year (bank balance, etc.).

CONTACT PERSON - Person to contact for additional information about the application; the person with immediate responsibility for the project.

CONTRACTED SERVICES (EXPENSE) – Payment to firms or persons for the services of individuals who are not normally considered employees of applicant (consultants, or the employees of other organizations whose services are specifically identified and are serving in non-employee/non-staff capacities.) Include curators, designers, video artists, filmmakers, authors, instructors, appraisers, etc.

CONTRACTED SERVICES (INCOME) - Services sold to another organization for their fund-raising purposes are included in this category.

CORPORATE SUPPORT - Cash support from corporations.

CULTURAL TOURISM INITIATIVE – Special funding designed to encourage outreach to new geographic areas and audiences not currently served by the applicant organization

EMERGING ARTS ORGANIZATIONS - Organizations in the initial stages of development, having a newly incorporated body; a limited, if any professional staff that is paid; a limited budget; limited programs and activities/services; no long-range plans; unproven in fiscal and managerial worth; and an undeveloped board and staff.

EQUIPMENT PURCHASE/LEASE – Anything that the organization rents for its operations: lights, sound system, computer system, etc. Include installation expenses.

FOUNDATION SUPPORT - Cash support from grants/donations by private foundations.

GOS – General Operating Support

GOVERNMENT SUPPORT - Funds received from a governmental agency (excluding this grant request). Identified as “L” for local (HCC&HC Special Projects and FY13 Special Purpose awards should be included), “S” for State, and “F” for Federal.

INDIRECTLY/OTHERWISE BENEFITTING – Listenership, readership, and/or viewership.

INDIVIDUALS BENEFITING – The total number of individuals who are or will be directly involved in the funded activity as artists, non-artists project participants or audience members between the grant or project start and end dates. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the Artists Participating. Include actual audiences numbers based on paid/free admission or seats filled. Avoid inflated numbers, and do not double-count repeat attendees. If a project for television or radio, include viewer ship and listener ship. If a project for a publication, include readership.

IN-KIND CONTRIBUTIONS – Value of materials or services) specifically identified with the project/organization) provided to “applicant/grantee” by volunteers or outsider parties at no cash cost to “applicant/grantee.” (Example: telephone, postage, office supplies, travel expenses, meeting refreshments/supplies, and documented volunteer service hours.) Materials or services should be valued at “market value” or “market rate.”

LEASE / MORTGAGE EXPENSES – Mortgage payments, or payments to rent office, exhibition, performance, gallery, and other such spaces.

MARKETING - Costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under “Personnel” or “Other Fees and Services.” Include costs of newspaper, radio, and television advertising; printing and mailing brochures; fliers and posters; and space rental when directly connected to promotion, publicity or advertising.

MINORITY - African-American (not of Hispanic origin), Native American, Alaskan Native, Asian-American/Pacific Islander, Hispanic or Latino.

NEW SOURCES OF MONEY - Individuals, corporations, foundations, etc. that have not previously contributed to your organization.

OFFICE/OPERATING EXPENSES - Non-salary office expenses not entered in other categories and specifically identified with the project, including: scripts/scores, sets/props, equipment rental, lumber/nails, utilities, telephone/telegraph/internet access, storage, postage, photographic supplies, reproduction/Xerox, publication purchases, interest charges, insurance, fund-raising, trucking, shipping / hauling not entered under “Travel.”

OUTSIDE FEES/SERVICES: ARTISTIC - Payment to firms or persons for the services of individuals who are not normally considered employees of “applicant” but consultants, or the employees of other organizations whose services are specifically identified with the project. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film-makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

OUTSIDE FEES SERVICES: OTHER - Payment to firms or persons for non-artistic services or individuals who are not normally considered employees of “applicant” but consultants, or the employees of other organizations whose services are specifically identified with the project.

OUTREACH INITIATIVE – (20% additional request allowed.) Extends a project to a specific, targeted audience that might not otherwise be reached by the applicant’s project; for example, hospital audiences, people in institutions, or people with disabilities. Outreach Funding Expenses include audio descriptions, sign language interpreters, and cassette recordings of printed materials, special large print editions of printed materials, special transportation or other costs related to the Outreach component of this project (which must take place at a site that conforms to the Americans with Disabilities Accessibility Guidelines).

PERSONNEL: ADMINISTRATIVE - Salaries, wages, fees, and benefits (specifically identified with the project) for executive and supervisory administrative staff, fund-raisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.

PERSONNEL: ARTISTIC - Salaries and wages (specifically identified with the project) for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film-makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc.

PERSONNEL: TECHNICAL/PRODUCTION - Payments for salaries and wages, specifically identified with the project, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage-hands, video and film technicians, expert preparers and installers.

PERSONS WITH DISABILITIES - Persons who have visual, hearing, mobility or learning disabilities or life-threatening illnesses. This may include those persons with “temporary” impairment.

PRIVATE SUPPORT - Cash support from the general public, memberships and small businesses.

RENTALS - Anything that the organization rents for its arts programming: lights, sound system, space, etc.

SP – Special Project

SALARIES/WAGES/GRINGE BENEFITS – Payments for salaries, wages, and benefits for executive and supervisory administrative staff, fund-raisers; clerical staff, such as secretaries, typists, bookkeepers; and support personnel, such as maintenance and security staff, ushers and other front-of-the-house and box office personnel.

SALES - Money generated by selling goods or services.

SPACE RENTAL - Payments specifically identified with the project for rental of office, rehearsal, theatre, hall, gallery, and other such spaces.

SPECIAL CONSTITUENCY - Persons with disabilities, senior citizens, children, rural populations, persons confined to residential care facilities, economically disadvantaged, and minority populations.

TRAVEL – Expenses directly related to the travel of an individual or individuals specifically identified with the project. For transportation not connected with travel of personnel, see “Remaining Operating Expenses.” Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, **mileage @ \$.40 per mile**, allowances on personal vehicles, car rental costs, etc.

YOUTH – Under 18 years old

UNIVERSAL ACCESSIBILITY SYMBOLS -



This symbol means the organization complies with all the following architectural features:

- Accessible private parking or valet service.
(Parking situations vary tremendously. At minimum, an organization has to have the required ratio of disabled-designated parking spaces in a privately controlled lot.)
- An accessible route from the parking area to the accessible building entrance.
- An accessible entrance to the primary function.
- An accessible bathroom.
- Provisions for wheelchair seating.



This symbol means the organization has an Assistive Listening System (either Infrared, FM, or Induction Loop) in its assembly area.



This symbol means the organization offers sign-interpretation for select performances. In some cases, sign interpretation will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers open or closed captioning for select performances. Please note: In some cases, captioning will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers audio description for select performances. Please note: In some cases, audio description will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers Braille programs. Please note: In some cases, Braille materials will only be offered if requested within a designated period of time prior to the event.



This symbol means the organization offers Large Print programs. Please note: In some cases, Large Print materials will only be provided if requested within a designated period of time prior to the event.