



HUNTERDON COUNTY
CULTURAL & HERITAGE
COMMISSION

FY2017 NJSCA Local Arts Program (LAP) Grant - FINAL REPORT

Funding Period: January 1, 2018 – December 31, 2018

Final Report Deadline: MONDAY, JANUARY 7, 2019 by 3:00 PM

Additional Final Report Forms are available at www.co.hunterdon.nj.us/depts/c&h

Final Reports must be typed. Please do not generate your own forms or repaginate. Failure to comply with guidelines will result in pro forma rejection. No Final Report extensions will be given.

Mail To:

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

Deliver To:

Cultural & Heritage Commission
1st floor, 71 Main Street, Bldg. 3
Historic Courthouse
Flemington, NJ 08822

If hand-delivering reports, please do not slide them under the door. The offices are alarmed.

Questions

Email cultural@co.hunterdon.nj.us

Phone (908) 237-2010 (You may not submit a Final Report via e-mail or fax)

Report Extension Request: If the grant project will not be completed within the funding period, a written request for a project extension must be received by December 1, 2018 and is subject to Commission approval.

**CALL (908) 237-2010 TO REQUEST
LARGE PRINT FINAL REPORT FORMS.**

Large
Print

Instructions Page 1

Instructions for Completing the FY2018 LAP Grant Final Report

These instructions are provided to help you in completing the report, and cover many areas where grantees have had difficulty in the past. If you are unsure of anything in the report, please contact the Commission office for assistance.

Where to start:

1. Gather all FY2018 financial, activities and attendance records.
2. Gather all programs, flyers, press releases, and articles relating to the grant project.
3. Have a copy of your original grant application, glossary, and contract on hand.
4. Read the entire Final Report Form and all attachments before you begin answering questions.
5. Complete the Activities and Attendance Record.
6. Complete the Summary of Grant Impact report.
7. Complete the Budget worksheets in EXCEL (formulas will calculate for you).
8. Complete Narrative pages, answer all questions completely.
9. Sign and submit original Authorization page.
10. Keep a copy of your final report and all attachments for your records.
11. 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.
12. Submit a complete (see checklist) final report by **3pm, MONDAY JANUARY 7, 2019**.

Checklist, Essay questions, Summary of Grant Impact, Activities and Attendance Record, Authorization

Please answer all questions to the best of your ability. For activities and attendance figures (**note: different than in past years**), use documented facts, audience attendance sheets, etc. Realistic figures are essential to the NJSCA and HCC&HC for use in reporting, promoting the arts and informing the legislators and other officials and constituents. Sign in BLUE INK and submit the original.

Organizational Finance Chart – All Applicants (GOS, Project)

Submit financial information as indicated for the grant period only: 01/01/18-12/31/18. *An Excel version of this form is available for download with embedded formulas to calculate your totals.*

Projected Budget Income/Expense Column

To begin working on this page you need a copy of your original grant application and grant contract. Keep the "Glossary" handy as a reference.

- Copy each line amount directly from your application Organizational Budget to the Organizational Budget "Projected Income" and "Projected Expenses" sections.
- If after notification of your award, you requested and received approval for a program change and an amended budget was contained in your grant contract, use the amended budget figures. These figures are the budget the grantee and the HCC&HC agreed to through the award and acceptance thereof, and any major variance from this agreed to budget must be explained. (See "Major Variances" below.)

Instructions Page 2**Actual Budget Income/Expense Column** - List and subtotal all income sources.

- Under “Local Arts Program FY2018 Grant Award”, **include the entire amount of the award**, even if you have not received the full amount at the time the final report is filed.
- If you received another government grant award (such as a County History Partnership/CHPP grant, or a County Historic Preservation/Open Space Fund Grant) in addition to the NJSCA LAP Grant, enter the amount on line 6 "Government."
- Complete this column using your financial records of actual income and expenses. Do not create your own line items.
- Include grant-funded expenditures. These are actual expenditures, not numbers copied from the initial application. Please use the Excel version of the form which includes formulas for the calculations.

Finance Chart for Project Grants (only figures for the funded project)

To begin working on this page you need a copy of your original grant application and grant contract. Keep the “Glossary” handy as a reference.

- Copy each line amount directly from the application Project Budget to the Project Grant Finance Chart “Projected Income” and “Projected Expenses” sections.
- If after notification of your award, you requested and received approval for a program change and an amended budget was contained in your grant contract, use the amended budget figures. These figures are the budget the grantee and the HCC&HC agreed to through the award and acceptance thereof, and any major variance from this agreed to budget must be explained. (See "Major Variances" below.)

Actual Budget Income/Expense Column - List and subtotal all income sources.

- Under “Local Arts Program FY2018 Grant Award”, **include the entire amount of the award**, even if you have not received the full amount at the time the final report is filed.
- If you received a County History Partnership Project (CHPP) award in addition to the NJSCA LAP Grant and if the award was not for another specific purpose, enter the amount on line 6 "Government."
- Complete this column using your financial records of actual income and expenses. Do not create your own line items.
- Include grant-funded expenditures. These are actual expenditures, not numbers copied from the initial application. Please use the Excel version of the form which includes formulas for the calculations.

Major Variances

Once all columns are complete, proceed to check for **major variances**.

- To check for major budget variances, you must first determine the allowable variance for your grant. To do this, take the total "budgeted" and multiply it by 5%. This figure or \$25,000, whichever is less, is your allowable variance. *Each line may vary up to this amount between the "Projected" (Budgeted) and the "Actual" and "Grant Funds" columns.*
- Take the allowable variance figure up to each line item and compare each line across the "Projected" and "Actual Expense" column.
- If any one line goes up or down (+) or (-) between the two by more than the allowable variance, an explanation of why the variance occurred and a request for approval is required.
- The variance explanations should be typed on a sheet of paper and attached directly behind the Organizational Finance Chart. The explanation should be precise and concise and cite the reason and circumstance to justify the variance. **If a budget line did not change or changed less than the allowable variance tolerance, no explanation is required.**

Questions? Contact the Commission office: Phone: (908) 237-2010

Email: cultural@co.hunterdon.nj.us

FY 2018 NJSCA Local Arts Program Grant – Final Report

FINAL REPORT CHECKLIST

Funding Period: January 1, 2018 – December 31, 2018

Final Report Deadline: January 7, 2019, by 3:00 PM

NAME OF APPLICANT: _____

Grant Contact: _____ Amount of Award: _____

PLEASE READ THE FOLLOWING REQUIREMENTS CAREFULLY AND RESPOND FULLY.

Checklist - Materials should be submitted in the order and format described below. Please complete and attach this checklist to the front of the report. *Do not include the instructions or Glossary in your report packet.*

____ **1. Final Report Narrative** Please answer all questions fully, using complete sentences. Use no more than three pages.

____ **3. Summary of Grant Impact**

____ **4. Finance Charts - Income & Expenses** (download Excel documents from the Commission’s website: <http://www.co.hunterdon.nj.us/depts/c&h/grantprograms.htm>)

Add an optional Financial Narrative to briefly explain:

- (a) any significant changes in income or expenses from the last fiscal year;
- (b) any deficit and how the deficit is being addressed;
- (c) how any surplus is to be used, or indicate any organizational policy with respect to a surplus; and
- (d) any other comments.

____ **5. Anecdotal information**

____ **6. Signed (blue ink), Original Authorization page**

8. Were there any significant changes in artistic, managerial or board leadership in your organization from the time of application to the end of the grant period? *If yes, please describe how these changes affected the organization, program or project.*

9. If applicable, describe how review panel comments/recomendations were addressed during the funding period.

Questions 10 & 11: GOS Grantees only:

10. If applicable, explain how grant funds were used for administration or for professional development activities.

11. What was the most successful activity funded by this grant award?

ALL REGRANTEES: SUMMARY OF GRANT IMPACT

12. Attendance: for the following count all attendance at your events, counting someone who attended multiple events each time they attended, same for artists engaged. (see *Note below)

- a. _____ Adult live attendance
- b. _____ Youth (under 18) live attendance
- c. _____ Total live attendance (a+b)
- d. _____ Indirect “attendance”/ participation*
- e. _____ Artists engaged

13. Individuals Benefiting: Include actual audience numbers based on paid/free admissions or seats filled. *Avoid inflated numbers and do not double-count repeat attendees* – this is the difference from the attendance data required above, counting any one individual once even if he/she attended multiple events. If actual figures or reliable estimates are not available, leave the line blank or do not include in your tallies and check the box below. We understand this can present a challenge and ask that you do the best you can. Regrantees should be aware they will not be penalized for being unable to provide this information or for low numbers. (see *Note below)

_____ Our organization is not able to provide accurate figures or

_____ Our organization’s figures are as follows:

- a. _____ Adults benefiting
- b. _____ Youth (under 18) benefiting
- c. _____ indirect beneficiaries*
- d. _____ Artists engaged
- e. _____ Total benefiting (a+b+c+d)

*** Note:** For both Attendance and Individuals Benefiting above, indirect participation or beneficiaries refers to those receiving a substantial amount of work, performances, or artistic product through listenership, viewership or readership via broadcast, internet or publication. This would include activities such as radio broadcast of a concert, TV broadcast of a performance, an exhibition catalog, a poetry anthology, etc. It does not include those reached through news articles, radio interviews, TV news coverage, advertising, calendar listings, visits to websites for information, etc. When completing lines 13d. and 14c. use the following guidelines:

For publications, report the number of persons using the materials or the number of copies actually distributed. Do not report the total number of copies produced.

For broadcasting, if reliable estimates of listenership or viewership are available for the specific time of the broadcast, those estimates may be used. If no reliable estimates are available, do not include. Do not report the entire population of the geographic area that may potentially have been able to receive the broadcast.

Confine your counts to featured presentations of 15 minutes or more and do not include news reports, interviews, infomercials, etc.

For internet-based program audiences (not simply visits to a website), report the number of unique users (specific individual users each counted once no matter how many times they visit the site), again only for the distribution of a substantial amount of artistic product. Do not report the frequency of “hits” or times the information was accessed if the number of distinct users cannot be determined.

Remember for line 14c., report any individual only once.

It is not required or expected that every regrantee have indirect participation or benefit, and in fact it is likely most will not, but the question is presented in order to capture the impact for those that do.

Any Indirect “attendance”/participation or beneficiaries figures listed in response to questions 13 or 14 derive from:

Audience Demographics by Populations: For the next three questions, select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

14. Population Benefited by Race/Ethnicity (select all that apply)

- A Asian
- N American Indian/Alaska Native
- B Black/African American
- H Hispanic/Latino
- P Native Hawaiian/Other Pacific Islander
- W White
- G No single racial/ethnic group made up more than 25% of the population directly benefited

15. Population Benefited by Age (select all that apply)

- 01 Children/Youth (0-18 years)
- 02 Young Adults (19-24 years)
- 03 Adults (25-64 years)
- 04 Older Adults (65+ years)
- 09 No single age group made up more than 25% of the population directly benefited

16. Population Benefited by Distinct Groups (select all that apply)

- D Individuals with Disabilities
- I Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters)
- P Individuals below the Poverty Line
- E Individuals with Limited English Proficiency
- M Military Veterans/Active Duty Personnel
- Y Youth At Risk
- G No single distinct group made up more than 25% of the population directly benefited

Briefly describe the method(s)/report(s) used to determine the answers given above.

17. Participation: Describe below any efforts/successes in broadening, deepening and/or diversifying cultural participation among audiences, stewards (trustees, donors) and/or creators (artists).

18. Anecdotal: Describe below at least one brief but compelling story/anecdote of how an individual benefited in a meaningful way from one of your activities, or how one of your programs demonstrated the public value of the arts, such as contributing to economic development, the public value of the arts, tolerance, tourism, etc. Compelling, well-crafted anecdotes are extremely important in demonstrating the public value of the arts and good stories may be highlighted in the Commission's communications to the State Council, elected officials, and others.

INSERT EXCEL FINANCE PAGES HERE

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 spreadsheet, 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: _____

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 FY98 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 and Youth benefiting. 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, 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 @ \$.31 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.