

# FINAL REPORT FORM 2017

# LOCAL ARTS GRANT PROGRAM

**(Due January 11, 2018)**

**GENERAL INSTRUCTIONS**

* **Read all questions carefully before completing the report. If you have any**

**questions, please call Tom Werder at (973) 285-5115, x11 or e-mail at twerder@morrisarts.org**

* ALL BLANKS MUST BE FILLED IN. Information is necessary to meet New

Jersey State Council on the Arts requirements.

* **If you anticipate that all award monies will not be spent by December 31,**

 **2017, please call Tom Werder at Morris Arts immediately**.

* Proofread your work for completeness and accuracy.
* \* Special Project Grants only **require** final financial reports for special project.
* All reports must be postmarked on or before **Thursday January 11, 2018.** No

extensions will be granted**.** No faxed or e-mailed final reports will be accepted.

* Mail or hand-deliver to:

Morris Arts

 14 Maple Avenue, Suite 301

 Morristown, NJ 07960

14 MAPLE AVENUE, SUITE 301, MORRISTOWN, NEW JERSEY 07960 • 973.285.5115 • Fax: 973.285.1199 • [www.morrisarts.org](http://www.morrisarts.org)



#  FINAL REPORT FORM 2017

# LOCAL ARTS GRANT PROGRAM

# DUE: Thursday, JANUARY 11, 2018 by 5:00pm

## Please refer to your original 2017 Local Arts Grant Application and Contract when completing this form

***ORGANIZATION:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***BUSINESS ADDRESS:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***EMAIL*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*PHONE*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***GRANT CONTACT PERSON:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_DAYTIME PHONE*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***ADDRESS* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *EMAIL:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***PERSON FILLING OUT FINAL REPORT:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *EMAIL*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***(If different from Grant Contact)***

 ***DAYTIME PHONE* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *FAX* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***GRANT CORRESPONDENCE SHOULD BE SENT TO***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***PURPOSE OF LOCAL ARTS GRANT: General Operating Support* \_\_\_\_\_\_\_\_ *or Special Project Support*\_\_\_\_\_\_\_\_\_\_\_**

***TOTAL GRANT AWARD 2017: $*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Certification:** We certify that the information contained in this Final Report, including all Financial Charts, is true and correct, and that all expenditures were incurred solely for the purpose of this grant as provided in the organization’s Contract with Morris Arts. The signature of a Board officer is required, unless the Board has authorized a staff member to certify the information in this Final Report.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board Officer or Authorized Signature – Print Name** **Signature**

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I.** **SUMMARY OF ACTIVITIES:**

A. Please provide **a short summary (no more than three pages) in narrative form of your organization’s funded activities** (or **special project** if applicable) during the grant period of January 1, 2017 - December 31, 2017.

B. Attach news releases, brochures, programs, etc., **highlighting in yellow marker** where mention is made of Local Arts

 Grant funding, as required by the Publicity Agreement.

**II. IMPACT:**

A. **Numberof public arts activities supported through the Local Arts Grant funds**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### B. Public Benefit and Participation:

 1. **Attendance:** In the following chart, report attendance and artists engaged at all events. Count someone who

 **a**ttended multiple events each time they attended***.*** *See \*note below for a description of indirect*

 *attendance/participation.*

|  |  |
| --- | --- |
| Attendance | Number |
| a. Adult live attendance |  |
| b. Youth (under 18) live attendance |  |
| **c. Total live attendance (a + b)** |  |
| d. Indirect attendance/participation\* |  |
| e. Artists engaged |  |
| f. Additional impact i.e. newsletter cultural calendar, etc. |  |

 2. **Individuals Benefiting:**  In this section, report attendance for an individual **one time only** even if he/she attended

multiple events. Enter actual audience number based on paid/free admissions or seats filled. Avoid inflated numbers

 and do not double count repeat attendees. **If actual figures or reliable estimates are not available, leave the box**

 **blank and check the box below. Reporting actual numbers can present a challenge, so please do the best that
 you can. Please be aware that your organization will not be penalized for being unable to provide this
 information or for low numbers.**

* Our organization is not able to provide accurate figures
* Our organization’s figures are as follows:

|  |  |
| --- | --- |
| Individuals | Number |
| a. Adults benefiting |  |
| b. Youth (under 18) benefiting |  |
| c. Indirect beneficiaries \* |  |
| d. Artists engaged |  |
| **e. Total benefiting** |  |

 \* **NOTE: Indirect beneficiaries:** NJSCA Guidelines: Include people who have received a significant artistic experience through listenership, viewership or readership via broadcast or publication of a substantial amount of work, performance or artistic product. Readership should be confined to a publication’s circulation figures and not circulation multiplied by number of issues. Viewership/readership should be confined to featured presentations of 15 minutes or more and should **not** include news reporting, interviews, infomercials, etc.

 3. Briefly describe the basis for the number “indirectly benefiting” in question #2(d). For example, “10,000 people heard our July 10 concert broadcast on WQXR” or “5,000 people viewed our cable TV program on three artists from Morris County.”

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1. **Attendance demographics:** For the figures provided under Attendance and Individuals benefiting on page 2, describe the composition of your audience in terms of race, ethnicity, age, income level, education level, disabilities, etc. as best you can. Please use a separate piece of paper.

1. **Anecdotal:** Describe at least one brief but compelling anecdote of how an individual benefited in a meaningful way from one of your activities. Feel free to present more than one anecdote. Compelling well-crafted anecdotes are extremely important in demonstrating the public value of the arts. **Please write anecdotes on your organization’s letterhead.**

C. **Additional Information:**

1. Has your organization established or enhanced new partnerships or collaborated with other arts groups or non-arts organizations during 2017? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ If yes, please list organizations and activities:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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2. What accomplishments has your organization made in 2017 toward ADA compliance?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. International Activity: Has your organization visited other countries or supported foreign artists visiting the USA during this grant period? Yes\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

**III. ORGANIZATION FINANCES:**

**A.** **AMOUNT EXPENDED FROM THE 2017 LOCAL ARTS GRANT AWARD:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 (If 100% of the grant award has not been spent in FY 2017, Morris Arts may require the return of unexpended funds).

**B**. **REQUIRED MATCH**: Did your organization match funds received from the 2017 Local Arts Grant on a 1:1 basis or greater in cash or a combination of cash and in kind goods/services or, for *non-arts organization special project grants*, on a 2:1 basis or greater.

 Yes \_\_\_\_\_\_ No\_\_\_\_\_\_

 **OPTIONAL:** Enter the total amount (dollar value) of in-kind goods/services applied to your required match $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**C.** **ARTS EDUCATION*:*** Of the amount in ***Total Cash Expenses*** on Line F on the Finance Chart (see pages 4-7), what amount did your organization spend on Arts Education, i.e. classes, seminars, symposia, school workshops, residencies and gallery talks, etc? Do not include regular performances (i.e. concerts, exhibits, performances, etc.). $\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**IV. ORGANIZATION FINANCIAL CHART- GRANT PERIOD JANUARY 1, 2017– DECEMBER 31, 2017**

 **Please complete the following chart for your organization.**

1. **Do not leave any blanks. All spaces must have either a dollar amount or a “0”.**
2. **Round all numbers to the nearest dollar (no pennies please).**

|  |  |
| --- | --- |
| **INCOME** | **For the period****January 1, 2017 –December 31, 2017** |
| **A. CONTRIBUTED INCOME** |  |
| Corporations & Business |  |
|  Foundations  |  |
| Government (other than Local Arts Grant) |  |
|  Memberships, Individual Donations & Other Private Sources |  |
| LOCAL ARTS GRANT AWARD (2017 Contract Award) |  |
|  EARNED INCOME |  |
| Admissions, Subscriptions  |  |
| Other (include sales and all investment income) |  |
| TOTAL CASH INCOME |  |
|  |  |
| **EXPENSES** | **For the Period****January 1, 2017 – December 31, 2017** |
| **D. PERSONNEL** |  |
| Staff Salaries |  |
| Artists Fees |  |
|  Technical/Production Personnel Fees |  |
| **E. OPERATING EXPENSES** |  |
| Space Rental & Mortgage Payments |  |
| Administrative Expenses (phone, postage, supplies, Insurance, marketing, facility maintenance, etc.) |  |
|  Technical Production |  |
|  Other (itemize on page 5 if over 10% of total cash expenses line F) |  |
| **F. TOTAL CASH EXPENSES** |  |
| Total Annual (Deficit)/ Surplus (C minus F) |  |
| Accumulated Cash in reserve/ (Deficit) |  |

**IV. ORGANIZATIONAL FINANCIAL CHART–GRANT PERIOD JANUARY 1, 2017–DEC. 31, 2017**

|  |  |
| --- | --- |
| **ITEMIZED OTHER OPERATING EXPENSES** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL OTHER OPERATING EXPENSES** |  |

**V. Special Project Financial Chart Grant Period January 1, 2017– December 31, 2017**

 **Please complete the following chart for your special project.**

1. **Do not leave any blanks. All spaces must have either a dollar amount or a “0”.**
2. **Round all numbers to the nearest dollar (no pennies please).**

|  |  |
| --- | --- |
| **INCOME** | **For the period****January 1, 2017 –December 31, 2017** |
| **A. CONTRIBUTED INCOME** |  |
| Corporations & Business |  |
|  Foundations (includes ACMA/Dodge Partnership Grant) |  |
| Government (other than Local Arts Grant) |  |
|  Memberships, Individual Donations & Other Private Sources |  |
| LOCAL ARTS GRANT AWARD (2017 Contract Award) |  |
|  EARNED INCOME |  |
| Admissions, Subscriptions  |  |
| Other (include sales and all investment income) |  |
| TOTAL CASH INCOME |  |
|  |  |
| **EXPENSES** | **For the Period****January 1, 2017 – December 31, 2017** |
| **D. PERSONNEL** |  |
| Staff Salaries |  |
| Artists Fees |  |
|  Technical/Production Personnel Fees |  |
| **E. OPERATING EXPENSES** |  |
| Space Rental & Mortgage Payments |  |
| Administrative Expenses (phone, postage, supplies, Insurance, marketing, facility maintenance, etc.) |  |
|  Technical Production |  |
|  Other (itemize on page 5 if over 10% of total cash expenses line F) |  |
| **F. TOTAL CASH EXPENSES** |  |
| Total Annual (Deficit)/ Surplus (C minus F) |  |
| Accumulated Cash in reserve/ (Deficit) |  |

**V. Special Project Chart – Grant Period January 1, 2017 – December 31, 2017**

|  |  |
| --- | --- |
| **ITEMIZED OTHER OPERATING EXPENSES** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL OTHER OPERATING EXPENSES** |  |