



LOCAL ARTS GRANT 2020 FINAL REPORT

FINAL REPORT FUNDING PERIOD: January 1 – December 31, 2020
DEADLINE FOR SUBMISSION: Wednesday, January 6, 2021 by 5:00 p.m.

Morris Arts, a 501(c)(3) organization founded in 1973, is the official Arts Agency of Morris County, receiving annual funding from the New Jersey State Council on the Arts/Department of State to re-grant locally. In spirit of the Morris Arts mission to *build community through the arts*, we award Local Arts Grants to provide access to quality arts experiences in Morris County communities.

Local Arts Grantees must show the ability to complete all reporting necessary in accepting public funds by the specified deadlines, including this Final Report. **Note that Local Arts Grantees will not receive the final 10% of their 2020 Local Arts Grant Award if the Final Report is not submitted by January 6, 2021.**

This Final Report Form requests information about the challenges your organization may have faced as a result of the COVID-19 Crisis – please answer all questions honestly and thoroughly. All Final Reports must be completed electronically (handwritten reports will not be accepted) and all questions must be answered. Final Reports that are submitted with incomplete or blank sections will not be accepted. Review your work for completeness and accuracy before submitting.

If you anticipate that not all awarded monies will be spent by December 31, 2020, contact Kaity De Laura immediately. Questions regarding your application should be directed to Kaity De Laura, Director of Arts in Community/Local Arts Grants, at kdelaura@morrisarts.org or (973) 285-5115 ex. 14.

FINAL REPORT CHECKLIST

A complete Final Report includes the following:

- _____ 1. Final Report General Information and certification signature – page 2
- _____ 2. Final Report Impact and Benefiting Numbers – page 3
- _____ 3. Final Report Narrative Document – page 5 questions #1-10 (to be completed on a separate document)
- _____ 4: Support Materials – page 5, #11 (to be emailed with Final Report submission)
- _____ 5. Organizational Finances and Finance Chart – pages 5-7

Submit your 2020 Final Report via email to:
kdelaura@morrisarts.org by 5:00 PM on Wednesday, January 6, 2021.
Late, incomplete or handwritten reports will not be accepted.



Made possible by funds from the
New Jersey State Council on the Arts, a partner
agency of the National Endowment for the Arts.

This application is available in Large Print upon request.



LOCAL ARTS GRANT FY 2020 FINAL REPORT GENERAL INFORMATION

GENERAL INFORMATION

**Refer to your original 2020 Local Arts Grant Application and Contract when completing this form.*

GRANTEE ORGANIZATION: _____
 ADDRESS: _____
 MAILING ADDRESS: _____
(if different from above)
 WEBSITE: _____ FAX NUMBER: _____
 E-MAIL ADDRESS: _____ DAYTIME PHONE NUMBER: _____
 GRANT CONTACT PERSON: _____ CONTACT PHONE NUMBER: _____
 CONTACT E-MAIL ADDRESS: _____ CONTACT OFFICIAL TITLE: _____
 PERSON FILLING OUT REPORT: _____
(if different from LAG Application)

TYPE OF GRANT AWARD:

Check which type of grant you were awarded in 2020

Special Project _____
 General Operating Support _____

Total Grant Award in 2020: \$ _____

(Refer back to your 2020 Grant Award Letter/Contract)

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.

Name, Title _____ Date _____ Officer’s Signature _____



LOCAL ARTS GRANT FY 2020 FINAL REPORT – IMPACT

IMPACT NUMBERS

Fill in all numbers on this PDF Final Report Document.

A. Number of public arts activities supported through the Local Arts Grant funds: _____

B. Public Benefit and Participation:

1. Attendance:

In the following chart, report attendance engaged at all events.

Count someone who attended multiple events each time they attended. **Use numbers only.**

(See **note below for a description of indirect attendance/participation*)

Attendance	Number
a. Adult (live)	
b. Youth (under 18, live)	
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. 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. Adult (benefiting)	
b. Youth (under 18, benefiting)	
c. Indirect beneficiaries*	
d. Artists engaged	
e. Total benefiting (a + b + c + d)	

***NOTE: Indirect beneficiaries** (per 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. (Note: most organizations will not have indirect beneficiaries).

LOCAL ARTS GRANT FY 2020 FINAL REPORT – NARRATIVE

Please read the following narrative questions carefully and respond fully in a separate Microsoft Word document. Incomplete information or a lack of responsiveness will impact your final award payment. *Narrative responses must be submitted with the corresponding question number and format described below. All narrative documents should be properly labeled with organization name and title of file.*

I. IMPACT NARRATIVE

- 1. Briefly describe the basis for the number *indirectly benefiting* in question #2(c).**
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.”
- 2. Attendance Demographics:** for the figures provided under *Attendance* and *Individuals* benefiting on page 3, describe the composition of your audience in terms of race, ethnicity, age, income level, education level, disabilities, etc. as best you can.

II. SUMMARY OF ACTIVITIES

- 3. Final Report Narrative:** 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 – December 31, 2020.
- 4. Pandemic Response:** was your organization able to successfully transition to a virtual format in 2020? If yes, please explain the process for moving your events and programming online. If no, detail the barriers that challenged you from pivoting to a virtual format.
- 5. Additional Support:** did your organization receive COVID-19 financial assistance from any federal CARES Act funding or relief programs (i.e. PPP, Federal SBA loans, CDB grants, etc.)? If so, please detail.
- 6. Challenges:** what are the biggest challenges your organization is currently facing as a result of the COVID-19 crisis?
- 7. Partnerships and Collaborations:** has your organization established or enhanced new partnerships or collaborated with other arts groups or non-arts organizations during 2020? If yes, please explain and list organizations and activities.
- 8. ADA:** what accomplishments has your organization made in 2020 toward ADA compliance? *Note: ADA accomplishments can include accommodations for online/virtual activities.*

III. ANECDOTAL

- 9.** 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.
- 10.** Share a success story about the impact of your organizations’ work on the community or an innovative partnership made during the COVID-19 Crisis.
- 11.** Include a PDFs with 1-2 scans or copies of programs, brochures, advertisements, press releases, promotional materials or newsletters that highlight where mention is made of Local Arts Grant funding, as required by the Contract/Publicity Agreement. **Attach PDFs in Final Report submission email.*



LOCAL ARTS GRANT FY 2020
FINAL REPORT – ORGANIZATION FINANCES

ORGANIZATION FINANCES

1. AMOUNT EXPENDED FROM THE 2020 LOCAL ARTS GRANT AWARD:

\$ _____

**If 100% of the grant award has not been spent/encumbered in FY 2020, Morris Arts may require the return of unexpended funds.*

2. **REQUIRED MATCH:** Did your organization match funds received from the 2020 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 in dollar value of in-kind goods and/or services applied to your required match:

\$ _____

3. **ARTS EDUCATION:** Of the amount in **Total Cash Expenses** on *line F* on the Finance Chart (see pages 6-7), 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.).

\$ _____



LOCAL ARTS GRANT FY 2020 ORGANIZATIONAL FINANCE CHART

Organization Name: _____

Complete the following financial chart (fill in ALL blanks with a number or a "0" and round dollars (no pennies please)).

Check one:
General Operating Support
Special Project Support

INCOME	For The Grant Period 1/1/20 – 12/31/20
A. CONTRIBUTED INCOME	
Corporation Support & Business Support	
Foundation Support	
Government (other than Local Arts Grant Award)	
Memberships, Individual Donations & Other Private Sources	
LOCAL ARTS GRANT AWARD (total 2020 award as listed in grant award letter)	
B. EARNED INCOME	
Admissions/Subscriptions	
Other (include sales and all investment income to be spent)	
C. TOTAL CASH INCOME	
EXPENSES	
D. PERSONNEL	
Staff Salaries	
Artist Fees	
Technical/Production Personnel Fees	
E. OTHER OPERATING EXPENSES	
Space Rental & Mortgage Payments	
Administrative Expenses <i>(phone, postage, supplies, insurance, marketing, facility maintenance, etc.)</i>	
Technical Production (non-personnel)	
Other (Note: itemize on page 7 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)	



**LOCAL ARTS GRANT FY 2020
ORGANIZATIONAL FINANCE CHART CONTINUED**

E. ITEMIZED OTHER OPERATING EXPENSES	
TOTAL OTHER OPERATING EXPENSES	