

Grassroots Arts Program Subgrant Report Form FY 2016-17

DUE BY NOON JUNE 1, 2017



www.ncarts.org

Please Type or Print Clearly

Organization Conducting Project

Name of Organization _____

Contact Person's Name _____

Contact Person's Title _____

Mailing Address _____

City _____ County _____

State _____ Zip Code _____

Work Phone () _____

Home Phone () _____

Fax Number () _____

E-mail Address _____

Web Site Address [www.](#) _____

Organization's EIN _____

If you have never received a Grassroots Arts Program grant before, please provide the year your organization was founded _____ and a brief description of your mission:

Grant Data

Project Start Date _____ Project End Date _____

Amount Requested _____ Amount Awarded _____ Amount Spent _____

Project Narrative

Please provide a description and evaluation of the project. Describe how the project was publicized, what occurred and how successful you think the project was. (If you wish, you may attach this narrative on a separate 8 1/2 x 11 sheet.) Include examples of Union County Community Arts Council and NC Arts Council logo usage. (see contract)

Participation Statistics

Use realistic estimates where actual figures are not available. The Total Participants count is also indicated by population group categories. Do not use your total county population figure for Total Participants. Use *whole rounded* percentage figures, not fractions. Only the Racial/Ethnic Makeup Codes must total 100%.

Project Participant Count

_____ Paid Staff (full-time personnel)
 _____ Paid Staff (part-time personnel)
 _____ Volunteers
 _____ Artists
 _____ Audience

_____ Total Participants Specify the number of Total Participants who were Youth
 (Age Categories C plus Y): _____

Special Population Group	Percentage of Total Participants	Special Population Group	Percentage of Total Participants	Special Population Group	Percentage of Total Participants
Racial/Ethnic Makeup <i>must total 100%</i>		Age Categories <i>may total less than 100% but not more</i>		Other <i>will not total 100%</i>	
N American Indian/ Alaska Native	_____ % N	C Child (preschool/K-8)	_____ % C	E Mentally or psychologically impaired	_____ % E
A Asian/Native Hawaiian or other	_____ % A	Y Secondary school student (grades 9-12)	_____ % Y	D Hearing impaired	_____ % D
B Black or African-American	_____ % B	U College/university student	_____ % U	Q Visually impaired	_____ % Q
H Hispanic	_____ % H	S Senior citizen (age 65 and over)	_____ % S	P Otherwise physically impaired	_____ % P
W White, not Hispanic	_____ % W			I Institutionalized (other than correctional)	_____ % I
M Multi-Racial (if no Single race applies	_____ % M			J Institutionalized (correctional)	_____ % J
Total	100 %			V Veteran	_____ % V
				F Woman	_____ % F

Project Data

Arts Education

Choose the item that predominantly applies to your funded activity:

1 50% or more of project's activities are arts education; increasing knowledge and skills in the arts to:

- 1A Arts Education – K-12
- 1B Arts Education – higher education, adult education
- 1C Arts Education – Pre-K children
- 1D Arts Education – Adult learners (include teachers and artists)

2 Less than 50% of this project's activities are arts education directed to:

- 2A Arts Education – K-12
- 2B Arts Education – higher education, adult education
- 2C Arts Education – Pre-K children
- 2D Arts Education – Adult learners (include teachers and artists)

3 Arts in Education – using the arts to teach non-arts subjects

4 None of this project involves arts education

Project Descriptors

Choose which, if any of the descriptors below comprise a significant portion (50 percent or more) of your funded activity. Check all that apply.

Presenting and Touring

- P Presenting/Sponsoring – engaging and presenting to the public artists, exhibits, reading, etc. produced elsewhere and/or Touring – performance or exhibition traveling to different areas

Arts in Healthcare

- H Arts in Healthcare – programming in healthcare settings

Accessibility

- A 504/ADA related arts programs

International

- I Unless the program in which you were funded clearly supports international activity, most grantees will not select this code. Select this code if the activity meets any of the following criteria: Supports grantees visiting other countries, Supports foreign artists visiting the USA, Supports any cultural exchange program, Supports linkages with artists or institutions in other countries, establishes/administers international programs in your own agency.

Technology

- T Using technology for the creation or dissemination of artworks or for organizational management purposes

Youth at Risk

- Y Serving at-risk youth with arts-related intervention programs for violence, drug/alcohol abuse and crime as well as other creative programming specifically involving at-risk youth

Cultural Tourism

- C Activities that promote cultural events specifically to tourist populations or heritage tourism

Economic Development

- E Use of the arts as an economic development tool or support of business or job opportunities

Older Adults

- O Specifically serving older adults in elder care settings or as program participants

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Project Expenses	Cash Expenses	=	Grant Amount Spent	+	Applicant Cash Match
A Personnel					
Administrative staff	_____		_____		_____
Artistic staff	_____		_____		_____
Technical/Production staff	_____		_____		_____
B Outside Fees and Services					
Artistic contracts	_____		_____		_____
Other contracts: _____	_____		_____		_____
C Space Rental					
D Travel					
E Marketing					
F Remaining Project Expenses *					
* itemize Remaining Project Expenses	_____		_____		_____
G Total Cash Expenses					
	_____	=	_____	+	_____

Project Income	Cash Income
A Admissions	

B Contracted Services Revenue	

C Other Revenue *	
* (itemize Other Revenue)	_____
D Private Support	
Corporate support	_____
Foundation support	_____
Other private support	_____
E Government Support	
Federal	_____
State/regional (not including this request)	_____
Local	_____
F Applicant Cash	

G Grant Amount Received from the Grassroots Arts Program for this project	

H Total Cash Income	
(must be at least as much as Total Cash Expenses, Item G above)	_____

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Organizational Profile

Name of Organization _____

Instruction for public schools, colleges, universities and other governmental or community agencies: Address all organizational profile questions for only the arts component of your agency.

Organization Budget Statement for 3 Years

Actual FY <u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Actual Income \$ _____	Income \$ _____	Projected Income \$ _____
Actual Expenses \$ _____	Expenses \$ _____	Projected Expenses \$ _____

Please provide the following information for fiscal year 2016-17 about your organization, not just your project.

Audience/Participants

Total number of audience/participants for all arts programs and activities of your organization in 2016-17: _____

Of this number, approximately what percent are

African American ____ %

Asian American ____ %

Native American ____ %

Latino ____ %

White ____ %

Of this number, how many are children and youth? _____

If this number includes audiences from programs that air on radio or television, indicate how many from radio/TV _____

If this number includes visitors to your Web site, indicate how many from Web site _____

Volunteers

Total Number of Volunteers working with your organization _____

Approximate Total Number of Hours contributed by volunteers in 2016-17 _____

Staff

Total number of full-time employees _____

Total amount of full-time salaries \$ _____

Total number of part-time employees _____

Total amount of part-time salaries \$ _____

Total number of artists under contract _____

Total amount paid to artists under contract \$ _____

Total number of other contracted staff _____

Total amount paid to other contracted staff \$ _____

Of total number of staff, how many are

African American _____

Asian American _____

Native American _____

Latino _____

White _____

Board

Total number of board members _____

Of the total number of board members, how many are

African American _____

Asian American _____

Native American _____

Latino _____

White _____

Must be typed on organization's letterhead

Certification for Grassroots Arts Program Subgrantees

The State Auditor requires that a certification be completed and signed by both the Treasurer and Authorizing Official of your organization. It is helpful to identify the certification if you print it on your official organization letterhead.

Date _____

We certify that the accompanying Report represents all financial activity related to the receipt, use and expenditure of funds granted for the purposes set forth in the grant award documents.

We say that we are the office holders listed, respectively, of _____ (name of organization) located in _____ (city) in the county of _____ and that the foregoing certification, report, attachments and supporting material is true, accurate and complete to the best of our knowledge and was made and subscribed by us.

Treasurer Name _____

Treasurer (list other Title if applicable) _____

*Treasurer Signature _____

Authorizing Official Name _____

Authorizing Official Title _____

*Authorizing Official Signature _____

Project Director Name _____

Project Director Title _____

Project Director Signature _____

****By direction of the State Auditor, report will not be accepted without these signatures. Do not submit your report with these lines blank.***



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Glossary of Terms

Participation Characteristics

The statistics on the kinds of people who took part in your funded program are a part of the National Standard for Arts Information Exchange adopted by the National Assembly of State Arts Agencies. Along with the other 49 states as well as territories of the United States, the North Carolina Arts Council requests these participation characteristics to obtain useful information on the ultimate beneficiaries of public funds. This information is used by the state arts council, the state legislature, the National Endowment for the Arts and the US Congress.

Please complete the Participation Statistics as accurately as you can, providing realistic estimates where actual figures are not available. Use whole rounded percentage figures, not fractions.

Total Participants

The sum of paid staff, volunteers, artists and audience. Do not use your total county population figure. Please specify the portion of the Audience who were Youth; this is the sum of the *count* (not percentages) of Child (C) and Secondary School Students (Y).

Paid Staff

The staff of the organization conducting the project who are directly involved in administering or conducting the project. (Other organization staff members may be included as Audience).

Volunteers

These are people who help conduct the project who are not employed by the organization conducting the project.

Artists

Include artists who help conduct the project. Exhibition grants should include the number of artists represented in the exhibition. Performing groups should include the number of artists in the groups.

Audience

Audience includes people benefiting from the project who are not already counted in the Paid Staff, Artists and Volunteers conducting the project. For project grants, Audience includes the number of viewers or attendees.

Racial/Ethnic Makeup

The total of the Racial/Ethnic codes *must* be 100%. (All other special population categories will not necessarily total 100%.)

Child

Preschool-aged children and those in grade K-8.

Secondary School Students

Grades 9-12.

Senior Citizen

Age 65 and over.

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Glossary of Terms (continued)

Project Expenses

A Personnel

Payments for salaries, wages, fees and benefits specifically identified with the project for administrative, artistic and technical/production staff.

B Outside Fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the grantee but consultants or the employees of other organizations, whose services are specifically identified with the project. Artistic personnel who are serving in non-employee/non-staff capacities should be described here.

C Space Rental

Payments specifically identified with the project for rental of office, rehearsal, theater, hall, gallery and other spaces.

D Travel

All costs directly related to the travel of an individual or individuals specifically identified with the project. Include fares, hotel, and other lodging expenses, meals, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do not include reception or entertainment costs. Shipping costs should be listed under Remaining Operating Expenses.

E Marketing

All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms that belong under Personnel or Outside Fees and Services. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters. Fundraising costs should be listed under Remaining Operating Expenses.

F Remaining Operating Expenses

All expenses not entered in other categories and specifically identified with the project. Include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, equipment rental, insurance fees, trucking, shipping and hauling expenses not entered under Travel, subgrants and fundraising.

H Total Cash Expenses

The total of all items A-F above.

Project Income

A Admissions

Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc. for events attributable or prorated to the project.

B Contracted Services Revenue

Revenue derived from fees earned through sales of services (other than this grant). Include charges for workshops or other services to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

C Other Revenue

Revenue derived from sources other than those listed in other lines. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

D Private Support

Cash support derived from contributions given for this project (other than this grant) by businesses, corporations, corporate foundations, private foundations, cash donations, or a proportionate share of such contributions allocated to this project. Proceeds from fund-raising events should be listed under Other Private Support.

E Government Support

Cash support derived from grants given for this project (other than this grant) by agencies of the federal government, state government, multi-state consortia of state agencies, city, county or other local government agencies, or a proportionate share of such grants allocated to this project. Please note that Council funds may not be used to match another Council grant.

F Applicant Cash

Include funds from the grantee's present resources that the grantee provided to the project.

G Grant Amount

Amount received from the Grassroots Arts Program in support of this project.

H Total Cash Income

The total of all items A-G must equal or exceed the Total Cash Expenses of the project.