



City of Austin

Cultural Arts Funding Program

Final Report Instructions For all Cultural Arts Funding Programs Fiscal Year 2017

PREPARING YOUR FINAL REPORT

FINAL REPORTS are due within 30 days of the completion of the project activities funded by Cultural Contracts (rounded to the end of the month to which the final project/activities fall). For example, if your contracted activities ended on May 3, then your final report would be due on June 30.

The Final report must include the following

- Final Report Form Instructions - pages 2 – 5
- Required Documents - page 6
- Financial Reporting Requirements - pages 7 – 10
- Sample Expense Documentation Form - page 11-12

Final Reports must be submitted through your ZoomGrants FY17 application under the “Final Report” Tab. If you do not see this tab in your approved FY17 application it means that your fiscal sponsor has not given you access to the Final Report. You will need to contact your fiscal sponsor to request access to the Final Report.

Please provide the information requested on the final report form. Please be sure to also sign the Expense Documentation Form and please provide enough cash and if applicable, in-kind expenses to meet the match. Before preparing your final report, fully read these instructions and review your Contract and Revision materials for FY 17. The instructions will provide important information about types of data the City collects and what expenses are eligible to meet the matching requirements of your project.

If you have questions, please contact us.

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201 East Second Street; Austin, TX 78701

Contractor Information

1. Contact Person - Name

This is the person to whom questions concerning this final report will be addressed. If you are fiscally sponsored this should be the name of the primary contact from the sponsored group, NOT the Fiscal Sponsor.

2. Contact Person - Email

This is the email address of the person to whom questions concerning this final report will be addressed. If you are fiscally sponsored this should be the name of the primary contact from the sponsored group, NOT the Fiscal Sponsor.

Project Narrative

3. Project Activities

Use the box provided to list public events and other activities associated with this project. Include the date(s) and location(s) where the events took place, AND the number of contracted activities for that event. These events should match what you have listed in your FY17 Revised Narrative. If these events do not match you must provide an explanation as to why you did not complete the events listed in your Revised Narrative.

You may, but are not required to list additional events that you were able to complete above and beyond what was listed in your FY17 Revised Narrative

Please note that you will need to submit event documentation related to the contracted activities with your final report.

Audience Data (include only VERIFIABLE project related data – DO NOT INFLATE)

4. Audience Members Directly Served

Audience Members is defined as “those who participate or experience the art form directly.” Only count those individuals that attended or experienced your project/activities, not those who were reached via marketing efforts but did not attend the contracted project/activity.

Provide the total number of audience members directly served by this contract. Let us know if that number has changed significantly since last year. Tell us whether it increased or decreased, and by how many.

5. Of those audience members directly served, provide the following data:

Total Number of Youth Audience Members: Out of the total audience members served provide the total number of audience members that were youth ages 0-18.

These numbers should be whole numbers and not percentages. If you did not collect this information please enter “**unknown**” in the text boxes

Total Number of Audience Members reached through TV/Radio: Out of the total number of audience members reached provide the total number of audience members that experienced your project/activity through TV and Radio.

NOTE: This number should NOT include those reached through PSAs, commercials or promotional interviews, only through project activities.

Total Number of Audience Members reached through the Web: Out of the total number of audience members reached provide the total number of audience members who experienced your project/activity via the web. For example, if you live streamed your project or if you post the full length video of the project you would count the total number of visits to those webpages.

Note that this number should reflect user sessions, not hits. A hit is the most granular piece of data in an analytics tool and therefore does not provide the best data in regards to the total number of audience members reached. The number of user sessions (also known as visits) is the ideal web analytic because a user session (or visit) counts the single user instead of their individual hits while on your site(s).

Additionally, this number should NOT include those who visit your website(s) for general information, web ads, promotional web videos/interviews or social media.

Total Number of Audience Members with disabilities served in accessible facilities: Out of the total number of audience members reached provide the total number of audience members with disabilities that experienced your project in accessible facilities.

Total Number of Audience Members with Disabilities served in special programming: Out of the total number of audience members reached provide the total number of audience members with disabilities served in special programming. Examples of special programming includes but is not limited to audio description, captioning, Sign Language interpretation, large print, braille, etc.

Total Number of Audience Members directly reached through other methods: Out of the total number of audience members reached provide the total number of audience members that were reached through other methods not already mentioned above. List the method(s).

6. Audience Demographics. Please enter a number for each category.

Note that the demographic, constituencies, and artist/tourism information must accurately reflect the specific funded project and cannot be taken from general census/sampling figures. If you do not have an accurate count for the data please attach an additional page to explain why this data was not collected.

Provide the total number of audience members served who self-identify as one of the listed races/ethnicities. This should be a count not a percentage of the audience. These numbers should be whole numbers and not percentages. If you did not collect this information please enter “**unknown**” in the text boxes

7. Special Constituencies

Check the box if your program served any of the listed constituencies. No numerical value is needed

8. Tourist Information

Indicate the number of audience members who are from outside the city (greater than a 50 mile distance) including visitors from outside of the state and country.

Activity/Project Information

9-10. Attendance Information PART I & II

List the number of events held in each category AND the number of total attendees for that category. Leave the event category blank if no events occurred in that category

Artist/Personnel Information

11. Artist/Personnel Data

List the number of artists/personnel in each category. Please list artists/personnel only once for this data set.

Goals, Objectives and Outcomes

12. Did you meet and/or exceed goals and objectives of this project?

Provide a brief explanation regarding your goals and objectives. Please tell us why or why not your activity or project was successful. What were some lessons learned?

13. Zip Code Capture

Let us know if you collected the zip codes of your attendees. No further explanation is required.

14. Exit Survey/Evaluation Form

Tell us if you offered your attendees an exit survey or evaluation form. No further explanation is required.

Marketing and Outreach

15. City Acknowledgement in marketing/publicity materials

Answer yes or no if the city logo and publicity statement were used in all project related publicity materials. If the city was not acknowledged explain why not.

16. Verbal City Acknowledgement at Project Event(s)

Answer yes or no if the city was acknowledged verbally during your project event(s).

17. Media Coverage of your Activity/Project

Answer yes or no if your activity/project received media coverage.

18. Promote Activities on NowPlayingAustin.com

Answer yes or no if your activity/project was posted on NowPlayingAustin.com. If it was not, provide an explanation of why it was not posted.

19. Promotion through Social Media

Answer yes or no if your activity/project was promoted on social media. Yes? Provide the names of the platforms you used and the target audience. If no, provide an explanation why social media promotion was not used to get the word out about your activity/project.

20. Outreach to Ethnic or Minority Communities

Answer yes or no if you performed any specific outreach to ethnic or minority communities. Yes? Describe the outreach and to which communities you reached out to. If no, then no further explanation is required.

21. Marketing Targeting National or Statewide Audiences

Answer yes or no if you performed any specific outreach to national or statewide audiences. Yes? Describe how you marketed to those audiences. If no, then no further explanation is required.

22. Marketing Targeting International Audiences

Answer yes or no if you performed any specific outreach to international audiences. Yes? Describe how you marketed to those audiences. If no, then no further explanation is required.

23. Cultural Tourism and Economic Development

Answer yes or no if your project/activity involved Cultural Tourism, partnering with the Austin Convention & Visitors Bureau, other partnerships with other agencies, commissions or organizations or if it involved economic development.

Cultural Tourism – The use of the performing and visual arts, as well as food, festivals, architecture, and other phenomena that contribute to the cultural vitality of a city, in order to attract tourists to a specific city/geographic region.

Economic Development - Progress in an economy, or the qualitative measure of this. Economic development usually refers to the adoption of new technologies, general improvement in living standards and promotes the economic health of a specific area.

Budget Totals for Contracted Activities

24. What was your TOTAL CASH INCOME for your FY17 Contracted Activities?

This total should be the total listed in Line 10 of your Expense Documentation Form.

25. What was your TOTAL IN-KIND SUPPORT for your FY17 Contracted Activities?

This total should be the total listed in Line 11 of your Expense Documentation Form.

26. What were your TOTAL EXPENSES for your FY17 Contracted Activities?

This total may be more than the total expenses listed in your FY17 Expense Documentation.

Documents Requested

Expense Documentation Form - REQUIRED

See instructions below in the Financial Reporting Requirements Section

Pertinent publicity, programs, press materials, reviews referencing funded event/program (including City credit and TCA/NEA credit if applicable) - REQUIRED

Please provide proof that your event(s) occurred and that the Cultural Arts Division Logo AND publicity statement were used on all project related marketing materials. Acceptable documentation includes but is not limited to

- Event Posters
- Marketing Materials
- Programs
- Reviews
- Patron Surveys
- Video Clips
- Audio Recordings
- Photos

Cash or In-Kind Expense Receipts. If you made any payments using CASH or received any In-Kind Contributions you are REQUIRED to provide a receipt for those payments or contributions. You do not need to provide receipts for purchased made by other forms of payment (Credit Card, Check, PayPal, etc.)

Financial Reporting Requirements

Matching Requirements

Match requirements are set at a 1:1 match (half match for Cultural Expansion, Project Support III, and Community Initiatives. There is no matching requirement for Capacity Building Contracts). Matching funds and in-kind resources must pertain to the contract year and approved project to which they are being applied.

In-Kind Contributions

Up to fifty percent (50%) of the match from documented in-kind donations is permitted in all core programs (except Organizational Support, which requires a 1:1 cash match), but a minimum of fifty percent (50%) of the overall match must be cash.

Changes to Programming or Budget

Significant changes in programming or budget (varying 20% of total amount funded) require prior approval from Cultural Contracts staff. This applies to the funding award only (COA column) — not the match (CASH Column) or in-kind (IN-KIND Column) funds.

Funding from more than one Cultural Funding Program

If funded in more than one Cultural Funding program, receipts may not be duplicated between those programs

Completing the Final Report Expense Documentation Form

INCOME

Earned Income

Line 1. Provide the total income during the contract period from admissions

Line 2. Provide the total earned income from other sources during the contract period excluding admissions.

Line 3. Provide the total of lines 1 and 2.

Unearned Income

Line 4. Provide the total income during the contract period from Private donors, Corporations, and/or Foundations.

Line 5. Provide the total income during the contract period from Public Support (Government Grants, not including the funds from the COA grant that you are reporting).

Line 6. Provide the total income during the contract period from other unearned income sources that do not fall into lines 4, 5 or 6.

Line 7. Provide the total income during the contract period from Applicant Cash

Line 8. Provide the total of lines 4 through 7.

Line 9. Enter the amount of your COA award.

Line 10. Enter the total of lines 3, 8 and 9.

In-Kind Income

Provide a summary list of your in-kind contributions including a brief description of the item(s) and the value of the in-kind contribution.

Line 11. Enter the Total value of all the In-Kind contributions made during the contract period. This total MUST match Line 24 of the In-kind Column.

Total Project Income

Line 12. Enter the total of lines 10 and 11.

EXPENSES

COA Column

Line items 13-24 should match the COA Column from your revision budget form.

If there is a 20% change (increase or decrease) from the total award amount in any of the line items from the Revision Budget to the Final Report Budget you must provide a written explanation of the change.

Line 24 of the COA Column should also match Line 9 on the Final Report Budget Form.

CASH Column

The CASH Column may differ from the Revision Document. Line 24 of the CASH Column must be at least half of Line 24 in the COA Column.

IN-KIND Column

The IN-KIND Column may differ from the Revision Document. You are not required to have any IN-KIND expenses. If you do Line 24 of the In-kind Column must match Line 11.

Line 24 of the IN-KIND Column and Line 24 of the CASH Column must at a minimum when combined match the total of Line 24 in the COA Column.

CASH or IN-KIND Expense Documentation

Expenditure documentation is required for ALL City funds awarded and the minimum matching funds. The total amount of ALL City and minimum matching monies used to fund a project must be properly accounted for.

You **MUST** use the provided Expense Documentation Form provided by CAD, **OR** you **MUST** provide a QuickBooks (or other similar accounting software) report with the same information that is requested on the Expense Documentation Form.

Cash payments and In-Kind expense documentation requires the payee's/donor's signature and must reflect the date of service(s), donor name, project for which services were rendered, type of service rendered, hourly rate, and hours donated, total amount of hours, and dollar amount donated.

Check List for CASH Payments and IN-KIND Expenditures

- Line Item Number (see budget form) to which the expense applies
- Date of the purchase (please highlight)
- Name of Payee/Donor
- Items purchased or description of services rendered
- Total paid (please highlight) or for In-kind, the value of the item
For Invoices – be sure that it is marked paid or it has a zero balance
- A signature provided from the payee (unless a retail receipt is provided). The signature may be electronic

The EXPENSE DOCUMENTATION FORM **MUST** be signed and include ALL of the following items for each listed expense:

1. **PAYEE** The name of the Payee
2. **DATE** The date the transaction occurred
3. **FORM OF PAYMENT** Check, EFT, Credit Card, etc.
4. **CHECK NUM** The check number if expense was paid for by a check
5. **MEMO** A brief description of what the payment was for and how it relates to your project
6. **COA** The total amount of the transaction that was paid for using the COA Award
7. **CASH** The total amount of the transaction that was paid for using funds other than what you were awarded by the City.
8. **IN-KIND** The total amount of the transaction that was provided in-kind
9. **TOTAL** The total amount of the transaction

See Page 11 for an example Expense Documentation Form

UNACCEPTABLE DOCUMENTATION

1. Carbon copies of checks written or carbons of checks written
2. Receipts not marked paid in full
3. Invoices that do not show a zero balance
4. Job bids or contracts
5. Photocopies of currency
6. Unsigned In-Kind Receipts
7. QuickBooks (or similar software, including Excel) reports for **cash** expenses
8. Copies of Bank Statements
9. Copies of Credit Card Statements
10. Copies of non-cash or in-kind receipts

Sample Expense Documentation Form

You are required to submit a full itemization of each figure in your final report budget.

The following is a sample of such a budget itemization. NOTE: The numbers used are presented solely as examples of Expense Documentation Form. These numbers are examples and are not to be used as recommendations of proper pay scales/expenses, etc. Larger, more comprehensive projects may opt for a budget narrative more appropriate to the project. Applicants should provide sufficient details for staff to clearly understand all components of the proposed budget.

Page I. Signature Page.

If you submit a Quick Books Report instead of the Expense Documentation Form please submit a signed copy of the Expense Documentation Form's Signature Page.

2016-2017 Cultural Arts Funding Program Final Report Expense Documentation Form			
City of Austin Economic Development Department		Contractor Org Name:	BEST ARTS ORGANIZATION EVER!
Cultural Arts Division		Control Number:	17 PS II 500
Instructions:		COA Award Amount	\$5,000
<p>1. Please provide your organization name and if fiscally sponsored, both the name of the fiscal sponsor and the name of the sponsored group/individual artist on the line above that says "Contractor Org Name"</p> <p>2. Please provide your Control Number in the line above. It can be found on your payment invoices.</p> <p>3. Please provide your COA Award Amount in the line above.</p> <p>4. This form or a report from QuickBooks or other similar accounting software MUST be submitted in lieu of all other expense documentation.</p> <p>5. For the INCOME portion please list the total income related to your contracted activities for each of the listed line items</p> <p>6. Please ONLY upload receipts for CASH or IN-KIND Expenses. Do not provide copies of receipts paid electronically or with credit/debit cards, copies of bank statements, copies of credit card statements or copies of cleared checks as additional documentation. Please note that we may contact you at a later date and request the actual receipts or further documentation for any and all of the expenses listed on this form.</p> <p>7. Please make sure that all listed payments fall within the contract period (October 1, 2016 - September 30, 2017). We will NOT accept any payments that were made after September 30, 2017. We will accept payments made up to 60 days before the start of your contract.</p> <p>8. Every individual payment should be listed in its own line. DO NOT List recurring payments in single line. Each payment made on a recurring basis to either employees or your vendors MUST be listed in a different line.</p> <p>9. You MUST PROVIDE the form of payment (credit card, Electronic Funds Transfer, cash, check, etc), check number if applicable, date of payment, the payee, a brief memo or description of the item(s) purchased or services rendered and how it pertains to your project, and the amount paid (include both cash and in-kind if applicable). DO NOT LEAVE ANY OF THESE FIELDS BLANK</p> <p>10. Remember to show how you allocated your COA Award by listing those expenses in the COA Award Column. This should closely match what you listed in your FY17 Pre-Contract Revised Budget. If there is a change in your allocation of your COA Award in a line item that is 20% more or less than the total COA Award you must upload a written explanation as to why there was a change.</p> <p>11. Insert rows as needed. You may delete rows if necessary.</p> <p>12. Please note that formulas are already entered for the totals. Be careful not to inadvertently erase them.</p>			
DECLARATION:			
I do solemnly declare that, to the best of my knowledge, all information contained in this report is complete and true in every aspect.			
<i>Anne-Marie Mckaskle-Davis</i>		ANNE-MARIE MCKASKLE-DAVIS	11/17/2016
AUTHORIZED OFFICIAL SIGNATURE		AUTHORIZED OFFICIAL NAME AND TITLE	DATE
SPONSORED PROJECT SIGNATURE (if applicable)		SPONSORED PROJECT NAME AND TITLE	DATE

INCOME						
	COA AWARD	CASH MATCH	INKIND MATCH	TOTAL		
Earned Income						
1. Admission Total				\$ 1,124		
2. Other Total				\$ 423		
3. Total Earned Income				\$ 1,547		
Unearned Income						
4. Total Private Support				\$ 3,000		
5. Total Public Support				\$ -		
6. Other Unearned Income				\$ -		
7. Applicant Cash				\$ 2,000		
8. Total Unearned Income				\$ 5,000		
9. COA Award	\$ 5,000			\$ 5,000		
10. Total Cash Income (add lines 3, 8, and 9)		\$ 11,547		\$ 11,547		
11. Total In-Kind Support (must equal In-Kind Line 24)			\$ 1,500	\$ 1,500		
12. TOTAL INCOME (add lines 10 and 11)				\$ 13,047		
EXPENSES						
PAYEE	Date	Form of Payment	Check Num	Memo/ Description	COA AWARD	CASH MATCH
13. Administrative Employee						
Jane Doe	10/13/2016	ACH		Bookkeeper	\$ 500.00	
Jane Doe	11/13/2016	ACH		Bookkeeper	\$ 500.00	
13. Administrative Employee TOTAL					\$ 500.00	\$ 500.00
14. Artistic Employee						
Janice Smith	10/1/2016	CHECK	1025	Artistic Director	\$ 1,000.00	
14. Artistic Employee TOTAL					\$ 1,000.00	\$ 1,000.00
16. Artistic Fees Non Employee						
Jerry Maus	11/1/2016	PayPal		Actor	\$ 1,000.00	
Tom Katt	11/1/2016	PayPal		Musician	\$ 1,000.00	
Bruce Wayne	11/1/2016	Direct Deposit		Fight Choreographer	\$ 1,000.00	
Diana Prince	11/1/2016	CASH		Dancer	\$ 1,000.00	
16. Artistic Non-Employee TOTAL					\$ 2,000.00	\$ 2,000.00
18. Space Rental						
Extra Cool Theatre	9/15/2016	Check	995	Venue Payment	\$ 1,500.00	
Extra Cool Theatre	11/16/2016	INKIND		Final Venue Rental Payment		\$ 1,500.00
18. Space Rental TOTAL					\$ 1,500.00	\$ 1,500.00
21. Marketing and Promotion						
Austin Chronicle	9/1/2016	Credit Card		Chronicle Ad	\$ 1,500.00	
Facebook	10/1/2016	CC		Facebook Ad	\$ 50.00	
Facebook	10/15/2016	CC		Facebook Ad	\$ 50.00	
Facebook	10/30/2016	CC		Facebook Ad	\$ 100.00	
21. Marketing and Promotion TOTAL					\$ -	\$ 1,700.00
23. Other Expenses						
Insurance	10/1/2016	CC			\$ 500.00	
23. Other Expenses TOTAL					\$ -	\$ 500.00
24. TOTAL EXPENSES					\$ 5,000.00	\$ 4,700.00
						\$ 1,500.00
						\$ 11,200.00

INELIGIBLE ORGANIZATIONS, ACTIVITIES, AND COSTS

The City of Austin will NOT fund, nor allow as a match:

- Programming that is not open and marketed to the general public
- Governmental agencies or public authorities
- Educational institutions, including public or private schools, colleges and/or universities
- Applicants that have a “delinquent” status with the Cultural Arts Funding Programs
- An operating deficit or budget shortfall projected for the funding period or incurred within previous fiscal periods
- Previously completed activities
- Religious and/or sectarian programming or any programming and or services that are solely for the promotion of or consumption by a specific religious order and/or a particular sect
- Cash reserves or endowments of any kind, as awarded funds are to be expended within the designated funding period
- Capital expenditures, purchase, repair or renovation of equipment or real property, including construction, renovation or purchase of equipment and/or real property. In the case of neighborhood art and design projects, funding may be requested for research, planning, design and/or fabrication of art projects, but not for general construction, reconstruction, landscaping, or other costs that can be considered capital expenditures.
- Private events or any activities offered for the sole purpose of raising money in excess of the value of programs or services delivered

The City of Austin will NOT fund, nor allow as a match (continued):

- Applicants whose nonprofit status has been revoked by the Internal Revenue Service
- Programs and/or services of Austin-based arts and cultural organizations that benefit other cities or regions
- Projects that benefit a commercial business or activity
- More than one application per eligible program per fiscal year
- Sponsored projects that benefit the Fiscal Sponsor or are an extension of the Fiscal Sponsor’s programs or services
- Fundraising groups and/or “friends of” organizations that exist primarily to support an artistic organization/group
- Foundations with a principle purpose of making grants to unrelated organizations or individuals. Foundations are eligible to serve as Fiscal Sponsors, however
- Activities concurrently receiving funding through other City of Austin Cultural Funding Programs
- Activities concurrently receiving funding through other City of Austin Department Programs

Ineligible Project Costs include (cannot be used as match), but may not be limited to, the following:

- Costs associated with the start-up of a new organization
- Direct project costs incurred more than 60 days prior to the grant starting date
- Fund-raising expenses, including but not limited to entertainment, reception or hospitality functions expenses
- Consultants who are members of an applicant's staff or board
- Payments to students or interns whose employment is tied to class credit
- Cultural Funding Services Agreement (contract) management costs, writing fees, sponsorship fees, or any other contract management fees. They may be used as match, however, if occurring during the Agreement Fiscal Year. †
- Operating costs not associated with the project
- Purchase of gifts, awards, cash prizes, scholarships, contributions or donations
- Food or beverages, unless essential to the project. Contact CAD staff to verify eligibility of any food or beverage expenses †
- Existing deficits, fines, contingencies, penalties, interest or litigation costs
- Internal programs at colleges or universities
- Curriculum development or curricular activities such as creation of textbooks or classroom materials
- Scholarly or academic research, tuition, and activities which generate academic credit or formal study toward an academic or professional degree

† Ineligible activities may not be included in the project(s) budget as expenses or match.

Contact Cultural Arts Division Staff for questions or clarifications of eligible project expenditures and match contributions.

Ineligible Project Costs include (cannot be used as match), but may not be limited to, the following (continued):

- Travel of Applicant or Sponsored Individual/Organization's administrative staff. †
Exception: Mileage is allowed at the approved per diem rates when accompanied by a completed City of Austin Cultural Funding Private Vehicle Report. Travel activity must be essential to the project. Travel for research is not an eligible project cost.
- Purchase of Gasoline
- Property Taxes or any other tax with the exception of retail sales or payroll tax
- Audits unless required per cultural funding contract
- Membership fees
- The purchase of computer software/hardware
- In-Kind contributions (including unpaid, volunteer time) from sponsored project individual artists, applicant employees or applicant board members