

FINAL REPORT INSTRUCTIONS
Project Grant – Individual
Project Grant – Organization
General Operating Support

Grantee Name:

For individual grantees: your name.

For organizations: the legal corporate title of the applying tax-exempt organization. If it is a division of a larger organization, indicate the name of the organization first, then the division. (e.g., Town of North Kingstown/North Kingstown Arts Council, Arts & Cultural Alliance of Newport County/Project One, Brown University/Rites and Reason Theatre).

Address:

For individual grantees: your address.

For organizations: the business address of the organization.

Authorizing Official, Project Director, Person Completing Form, etc.:

For individuals: not applicable.

For organizations: fill in the names, titles, and daytime telephone numbers of the people to contact for additional information about the Final Report.

Application/Grant Number: Enter the Grant Number from your grant notification letter.

Program: Enter the RISCA program under which you were funded (for example: Project Grant, General Operating Support) from your grant notification letter.

Actual Amount Granted: Enter the grant amount from your grant notification letter.

Actual Start Date, Actual End Date: Enter the first and last date of activity within the grant period for which funding was received.

For Project Grant: July 1 to June 30, or January 1 to June 30.

For General Operating Support: July 1 to June 30

Total number of individuals benefiting: the total number of individuals who were directly involved in the funded activity as artists, non-artist 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 totals from the Artists Participating and Youth Benefiting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers and do not double-count repeat attendees. If actual figures or reliable estimates cannot be secured, leave this field blank or indicate that data are not available.

Youth benefiting: the total number of children and youth (including students, participants, and audience members) benefiting directly from the funded activity. This figure should reflect a portion of the total number reported in Individuals Benefiting.

Total number of artists participating: the total number of artists directly involved in providing art or artistic services.

Financial Report:

Project Grant: the figures should reflect the budget for the funded project only and should be for the period covered by the grant.

For organizations: RISCA grants to organizations are **matching** grants. Your organization should have spent at least twice the grant amount.

General Operating Support: the figures should reflect the budget for the entire organization for the fiscal year of the grant.

Actual Total Cash Income: The total cash income. May include: Admissions/Earned Income, Contracted Services Revenue, Other Revenue, Corporate Support, Foundation Support, Other Private Support, Government Support – Federal, Government Support – State/Regional (**including RISCA grant**), Government Support – Local, Applicant Cash.

Actual Total Cash Expenses: The total cash expenses. May include: Personnel – Administrative, Personnel – Artistic, Personnel – Technical/Production, Outside Fees and Services – Artistic, Outside Fees and Services – Other, Space Rental, Travel, Marketing, Remaining Operating Expenses.

For Project Grant organizations: RISCA grants to organizations are **matching** grants. Your organization should have spent at least twice the grant amount.

In-kind Contributions: The value of goods, services, and/or space which are provided to the Grantee by volunteers or outside parties at no cash cost to the Grantee.

Examples: Lumber donated for a stage set; rehearsal space provided at no charge.

Narrative Report: If you wish to use a computer for the narrative information, please type the question number and question before each answer. (For example: "1. What did you accomplish with this grant? . . .")

Assurances:

For individual grantees: your signature

For organizations: the signature of the individual with legal authority for the organization. The Final Report must contain an original signature.

**FINAL REPORTS MUST BE IN THE RISCA OFFICE BY 4:30 P.M. ON JULY 30 FOLLOWING THE FISCAL YEAR OF THE GRANT. THE COUNCIL WILL NOT ACCEPT FINAL REPORTS TRANSMITTED BY FACSIMILE MACHINES. MAIL TO:
RI State Council on the Arts, One Capitol Hill, 3rd Floor, Providence, RI 02908**