



GO ART! 2011 Decentralization Regrant Program
REACH GRANT
FINAL REPORT FORM



REMEMBER: Eligibility for consideration for future Decentralization funding depends upon satisfactory completion of a final report form. *Forms are due within 30 days of completion of your project or by January 31, 2012, whichever comes first.*

Organization: _____

Project Title: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Report Prepared By: _____ Phone: _____

Date of Report: _____ Reach Grant Year: 2011 Grant Amount: _____

This report covers the time period of _____ (date) to _____ (date).

BUDGET—Use the attached Budget Form to compare your original budget with actual figures. Explain any variations from the original budget that are larger than 10% on a separate page.

NARRATIVE—PROJECT INFORMATION

- Briefly summarize the project (include all programs within the project) for which funding was received.

2. Give the date(s), time(s) and location(s) of program(s), number/description of people in Attendance. **(*Please note that we do need to report the breakout of youth/ adults/ seniors/ minority in attendance to the New York State Council on the Arts.) If there is not enough space, please provide this information on a separate page.**

Date	Time	Venue/Location	# Youth	# Adults	# Seniors	# Minority	# Total Attending

Please answer questions 3-9 separately, up to 3 pages:

- Review your proposed project—provide information about how well you think you achieved the objectives you had in doing this project, and describe/explain any significant variances from your original plan.
- Has this grant been instrumental in attracting additional support in the form of people money, goods, services or publicity for your project and/or organization? If so, describe.
- Please describe your efforts to engage your local communities through marketing (e.g. advertising, publicity, outreach). Please be specific as to targeted audiences, such as encouraging the involvement/attendance of underserved communities.
- What benefit did your project bring to the Genesee-Orleans community and how were you able to evaluate its impact? Please refer to your original plans for evaluating the impact of your project and interpreting feedback.
- Did you fulfill all the grantee responsibilities as outlined in your Cultural Services Contract? If not, please explain. Please refer to your contract if you cannot remember the specific responsibilities.
- Did you find the forms for the grant clear and concise in their instruction and requirements? Do you have any suggestions for improving the grant process? Please share anything that surprised you or that you learned after completing the process and implementing your project.
- Is there a recurring problem or issue within your organization or program that would benefit from GO ART!'s assistance? This assistance could be in the form of personal consultations, referrals, or workshops.

Please fill out and attach the Reach Grant Final Report Budget Form to this page.

Also, you will need to attach one copy of each of the following for your Final Report Form to be considered complete:

- Program(s)
- Promotional materials
- Press Releases
- Newspaper clippings, etc.
- Program Evaluation Surveys—completed by participants or attendees

Grantee should maintain all receipts and have them available upon request.

PLEASE MAIL TO: Attn: Heather Grant, GO ART!, 201 East Main Street, Batavia, NY 14020-2205
Please don't hesitate to call 585.343.9313 or email hgrant@goart.org if you have any questions.

GO ART! 2011 Decentralization Regrant Program
REACH GRANT FINAL REPORT BUDGET FORM

Description	Original Budget (Use figures from Reach Application)	Actual
Expenses (Reach Grant Project Only)		
Personnel (Salary & Fringe):		
Administrative	\$	\$
	\$	\$
Artistic (include list of project artists with breakdown of costs)	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Technical Production		
	\$	\$
	\$	\$
Outside Professional Services		
	\$	\$
	\$	\$
Remaining Project Expenses:		
Space/Facility Rental		
	\$	\$
	\$	\$
Travel/Transportation		
	\$	\$
	\$	\$
Advertising/Promotion		
	\$	\$
	\$	\$
Equipment Rental		
	\$	\$
	\$	\$
Supplies		
	\$	\$
	\$	\$
Other (specify)		
	\$	\$
	\$	\$
Total Expenses:	\$	\$
You may use additional pages if necessary for any or all of these report categories		

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REACH GRANT FINAL REPORT BUDGET FORM

Description	Original Budget	Actual
INCOME	(Use figures from REACH application)	
Earned		
Admissions (Tickets, Subscriptions)		
	\$	\$
Contracted Services		
	\$	\$
Concessions/Sales/Rentals		
	\$	\$
Tuition/Class & Workshop Fees		
	\$	\$
	\$	\$
Gross from Fundraising conducted for this project		
	\$	\$
	\$	\$
Other		
	\$	\$
Contributed (<u>not</u> including Reach Grant)		
Corporate/Business	\$	\$
Foundation Grants (not including Reach	\$	\$
Membership/Individual Contributions	\$	\$
Federal Government	\$	\$
State Government	\$	\$
County Government	\$	\$
Municipal (City/Town/Village) Government (specify below)	\$	\$
Endowment Income	\$	\$
All Other (specify below)	\$	\$
Total Income (Earned + Contributed):	\$	\$
Total Expenses minus Income (before Reach Grant Funds):	\$	\$
Total Reach Grant Funds Requested/Received:	\$	\$
Balance (after Reach Grant Funds):	\$	\$
In-Kind Contributions (Reach Grant Project Only) - include description, source & cash value	\$	\$
Total In-Kind:	\$	\$