

Connecticut Office of the Arts (COA)

Final Report Outline for the following COA programs:

- Connecticut State Troubadour – *Deadline: May 1, 2013*
- Artist Fellowship Program – *Deadline: July 14, 2013*
- Elizabeth L. Mahaffey Arts Administration Fellowship – *Deadline: July 14, 2013*

Grantees must complete the final report using COA's online e-granting portal at accessible at <https://coa.myreviewroom.com/>. Grantees must create an account, if an account already exists then sign in using your Email and Password. Select "**Final Reports for Individuals**" from the drop-down menu, complete and submit your form, then be sure to submit the full report. The outline below contains the information requested within the final report.

The Final Report requests the following information:

- General Grantee Information
- Narrative
- Financial Summary
- Credit and Publicity

GENERAL GRANTEE INFORMATION

1. Indicate the COA Award program you are submitting a final report for and be sure to complete your report based on your funding period. (*funding periods provided below reflect FY2012 awarded grants*)

- **Artist Fellowship Program** (*May 15, 2012 – May 14, 2013*)
- **Connecticut State Troubadour** (*January 20, 2012 – December 31, 2012*)
- **Elizabeth L. Mahaffey Arts Administration Fellowship** (*May 15, 2012 – May 14, 2013*)

2. Grant Number (found on page 1 of grant contract)

3. Grant Amount Received

4. Name of Grantee

5. Contact Information

- Mailing Address
- City
- State
- Zip Code
- Telephone (Primary)
- Telephone (Secondary)
- Email
- Website (if available)

6. Has any of the contact information provided above changed from your initial application? [yes or no]

7. NARRATIVE REPORT

Complete the narrative based on the program you are reporting on.

Artist Fellowship Recipients: In what way did you benefit from receiving this award and how the funds were used? Please address personal artistic gains as well as career accomplishments.

Connecticut State Troubadour: Describe the public performances you gave throughout your time as State Troubadour. What three events did you perform at the request of COA? How did you promote the State of Connecticut in song?

Elizabeth L. Mahaffey Arts Administration Fellowship Recipient: Describe how you used this grant for professional development activities. How did this enhance your career achievement goals? Did this impact your organization? If so, how?

8. FINANCIAL SUMMARY

Provide budget figures in the "Income" and "Expenses" section of the Financial Summary as it applies to your grant. Enter "0" for line items that do not apply.

Note: This form collects data from 3 various programs therefore, some budget lines may be more applicable an applicant of one program over another.

Income

COA Grant Amount
Applicant Cash (if applicable)
TOTAL CASH INCOME:

Expenses

Artistic Compensation (Self)
Administration Expenses
Outside Professional Services
Artist Fee for Performances
Technical / Production
Supplies
Travel
Printing / Publicity
Facility / Equipment Rental
Registration, conference or workshop fees
Postage and Telephone
Other (identify)
TOTAL CASH EXPENSES:

9. CREDIT AND PUBLICITY

In the space provided below, please explain how the DECD, the CT Office of the Arts was credited with support of your award. Applicants may upload relevant materials by accessing the Attachment feature in the right column on the Task page of the e-granting system.

10. OPTIONAL - in addition, applicants may upload supporting documents such as images, videos or audio files. Please note, these uploads may be shared on COA's website and/or Facebook page as a way to promote the accomplishments of COA grantees.

- Upload documents, images, videos or audio supporting documents in the Add Attachment section of the Task page (right column). Provide a description of your uploads in the text box below. You may also include YouTube links.

11. CERTIFICATION

I certify that the amounts entered here are correct, that they appear in my personal files and that these records (which will be maintained for a period of not less than 3 years) are available for audit by the state and/or Federal Government. [Name and Date]