



## OSP/PROJECT SUPPORT FINAL REPORT – FY 2009

**Deadline: August 30, 2009** (or within 60 days of project completion)

Please submit one completed copy of report to: Kathleen DeMeo, Organizational Support Program Manager,  
Connecticut Commission on Culture & Tourism, One Constitution Plaza, 2nd Floor, Hartford, CT 06103

### GRANTEE INFORMATION

Grant Number OSProj-\_\_\_\_\_ (Found on page one of contract)      FY09 Grant Amount \$\_\_\_\_\_

Title of Project \_\_\_\_\_

Organization Name \_\_\_\_\_  (Check box if address  
has recently changed)

Mailing Address \_\_\_\_\_

City/State/Zip\_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person\_\_\_\_\_ Email \_\_\_\_\_

### SUMMARY INFORMATION *See Final Report Instructions for clarification of questions and terms*

\$\_\_\_\_\_ **Organization's** total income for last fiscal year      \$\_\_\_\_\_ **Organization's** total expenses

\_\_\_\_\_ Total number of **individuals** benefiting from project      \_\_\_\_\_ Number of **artists** participating in project

\_\_\_\_\_ Total number of **children and youth** benefiting from project       Check if grant focused on **arts education**

\_\_\_\_\_ Number paid **full-time staff**      \_\_\_\_\_ Number paid **part-time staff**      \_\_\_\_\_ Number of **volunteers** involved

### CREDIT AND PUBLICITY

In the space below, explain how CCT was credited with support of your organization. Attach sample printed items.

### NARRATIVE REPORT

Answer the following questions for the FY09 funding period, on no fewer or more than **two** single-sided pages, making sure the number and question appear before each response. Please use a font size of 11 or 12 points.

1. Summarize the project for which you received funding. Include specific dates it occurred. Was it successful?
2. Did the project change in any way from the original proposal? (refer to grant application) If so, explain how and why.
3. What was the greatest challenge in conducting this project? How have/will you address the situation?
4. Describe the impact of state funding on the project. Which expenses, specifically, did you cover with state funds?

### CERTIFICATION

The undersigned certifies that the information contained in this report and all its attachments are true and correct to the best of his or her knowledge and that all expenditures were incurred solely for the purpose of this grant.

Signature\_\_\_\_\_ Title \_\_\_\_\_

Printed Name \_\_\_\_\_ Date\_\_\_\_\_

## FINANCIAL REPORT FOR FY2009 PROJECT SUPPORT GRANT

**Important:** See Instructions on next page. **Projected** figures should **match** those submitted on original grant application.

Grantee Organization Name: \_\_\_\_\_

|                                                      | <b>Projected</b> | <b>Actual</b>   |
|------------------------------------------------------|------------------|-----------------|
| <b>CONTRIBUTED INCOME Applied to Project</b>         |                  |                 |
| Federal, State or Local Government Grants            | \$ _____         | \$ _____        |
| Contributions from Individuals                       | \$ _____         | \$ _____        |
| Contributions from Private Foundations               | \$ _____         | \$ _____        |
| Contributions from Businesses/Corporations           | \$ _____         | \$ _____        |
| Applicant Cash/Other Contributed Income              | \$ _____         | \$ _____        |
| <b>Subtotal Contributed Income</b>                   | <b>\$ _____</b>  | <b>\$ _____</b> |
| <b>EARNED INCOME Applied to Project</b>              |                  |                 |
| Admissions/Ticket Sales                              | \$ _____         | \$ _____        |
| Programs and Services Revenue                        | \$ _____         | \$ _____        |
| Other Earned (see definition; specify below)         |                  |                 |
| _____                                                | \$ _____         | \$ _____        |
| _____                                                | \$ _____         | \$ _____        |
| _____                                                | \$ _____         | \$ _____        |
| <b>Subtotal Earned Income</b>                        | <b>\$ _____</b>  | <b>\$ _____</b> |
| CCT OSP Project Grant Request/Amount                 | \$ _____         | \$ _____        |
| <b>TOTAL CASH INCOME for Project</b>                 | <b>\$ _____</b>  | <b>\$ _____</b> |
| <b>EXPENSES for Project</b>                          |                  |                 |
| Salaries                                             | \$ _____         | \$ _____        |
| Outside Professional Services                        | \$ _____         | \$ _____        |
| Supplies, Telephone, Postage & Shipping              | \$ _____         | \$ _____        |
| Space Rental/Occupancy Costs                         | \$ _____         | \$ _____        |
| Marketing/Publicity/Advertising/Printing             | \$ _____         | \$ _____        |
| Transportation & Travel                              | \$ _____         | \$ _____        |
| All Other Expenses (see definition; specify below)   |                  |                 |
| _____                                                | \$ _____         | \$ _____        |
| _____                                                | \$ _____         | \$ _____        |
| _____                                                | \$ _____         | \$ _____        |
| <b>TOTAL CASH EXPENSES for Project</b>               | <b>\$ _____</b>  | <b>\$ _____</b> |
| <b>Value of In-Kind Donations Applied to Project</b> | <b>\$ _____</b>  | <b>\$ _____</b> |



Connecticut Commission  
on Culture & Tourism

## INSTRUCTIONS FOR COMPLETING FINAL REPORT

FY 2009 Organizational Support Program - Project Support  
For further clarification contact Cathy DeMeo, 860-256-2735

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- 1) **Complete and sign page 1 of the form.** You can type directly into and save this PDF file.
  - 2) **Answer narrative questions** using any word-processing program.
  - 3) Complete the one-page **Financial Report** using the PDF form.
  - 4) **Attach sample printed item(s)** that credit support by CCT.
  - 5) **Submit** one *original* copy of the report 60 days after completion of project, no later than August 30, 2009.
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The information below defines terms used in the report.

### GRANTEE INFORMATION

**Grant Number:** This is a five-digit number found on the top section of your grant contract. It follows this format: 2009-OSProj - # # # # #.

**Grant Amount:** Also found on the grant contract. If you are unsure of the amount, contact Cathy.

**Address Change:** Whenever there is an address change, an organization must formally notify CCT in writing, on letterhead, stating the old and new mailing address. Our fiscal office requires this proof; grant payments will be delayed until receipt of this document. If your address has changed, include this letter.

### SUMMARY INFORMATION

**Total Income/Expenses:** Nonprofits report the organization's total cash operating income and expenses for the last completed fiscal year (using the organization's fiscal year). Colleges and universities should report income/expenses for the theatre, performing arts center, etc. if at all possible.

**Individuals benefiting:** Count the total number of individuals who were directly involved in the project as staff, non-artist project participants or audience members. 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 blank. Grantees are not penalized for low numbers.

**Artists participating:** Count the total number of artists directly involved in providing art or artistic services for the project. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artist or by an institution.

**Youth benefiting:** The total number of children and youth (including people under 18 years old, students, participants and audience members) benefiting directly from the project. This figure should reflect a portion of the total number reported in the individuals benefiting field.

**Arts Education:** Check the box only **if half or more** of the project's activities involved Arts Education, defined as "an organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge or and/or skills in the arts with measurable outcomes."

## **CREDIT AND PUBLICITY**

Attach samples of at least 1 and no more than 3 **printed items** which show acknowledgement of CCT support of the project. Note, in the space provided, other ways CCT may have been credited, e.g. through pre-performance announcements, web site, etc.

## **NARRATIVE REPORT**

Answer the **four** questions on no fewer/no more than **two** single-sided pages, making sure the number and question appear before each response. Please use a font size of 11 or 12 points.

## **FINANCIAL REPORT**

Figures should be reported for the project, which occurred sometime between **July 1, 2008** and **June 30, 2009**. They verify that you have met the matching requirements as stated in the grant guidelines. The value of in-kind donations (reported on the last line) is not counted toward the cash match.

Refer to the application submitted in February, 2008, for projected income and expense figures. Note that the final report form **combines several budget categories** to simplify reporting. For example, administrative, artistic and technical salaries are reported together as one figure.

Embedded formulae in certain fields will automatically calculate totals.

## **BUDGET DEFINITIONS**

### Contributed Income

**Federal, State or Local Government Grants** The sum of grants received from federal government agencies (e.g. National Endowment for the Arts), grants from state agencies (do **not** include CCT Project grant here), and grants from local government agencies used for this project.

**Contributions from Individuals** Cash contributions used for this project.

**Contributions from Private Foundations** Cash support from private foundations used for the project. Include New England Foundation for the Arts (NEFA) funding here if applicable.

**Contributions from Businesses/Corporations** Cash support from businesses, corporations and corporate foundations used for the project. Include Greater Hartford Arts Council support here if applicable.

**Applicant Cash/Other Income** Funds from accumulated resources that were applied to the project. Colleges and universities should show income from parent organization here. Also include income derived from special events or fundraisers, and sources not cited above.

### Earned Income

**Admissions/Ticket Sales** Income derived from the sale of admissions, tickets, subscriptions, etc. for the project.

**Programs & Services Revenue** Income derived from other programs or services the organization offers which was applied to the project.

**Other Earned** Income from sales of goods, concessions, parking, rentals; advertising space in programs, membership dues, registration fees, transfers from parent organization, etc. that were applied to the project.

## **Project Expenses**

**Salaries** Employee salaries, wages and benefits for **administrative staff** (executive directors, finance, marketing, fundraising, human resources, etc.); **programming staff** (artistic directors, program managers, musicians, instructors, etc.); and **production staff** (technical directors; wardrobe, lighting and sound crew; stage managers; stagehands; video technicians, exhibit installers, etc.)

**Outside Professional Services** Payments to individuals who are not employees of the organization (artistic directors, conductors, curators, composers, choreographers, designers, performers, artists, instructors, technicians, etc.)

**Supplies, Telephone, Postage & Shipping** Payments for **office** supplies, telephone usage, postage, trucking and shipping related to the project. Note: this category combines three that appeared in grant application.

**Space Rental/Occupancy Costs** Payments for rental of office, theater, performing venue, gallery or other such spaces. For buildings owned by the organization, you may include a modest portion of costs for maintenance, utilities, janitorial services and supplies as they relate to the project activities.

**Marketing/Publicity/Advertising/Printing** Payments for marketing materials (include printing costs for promotional items), advertising, etc.

**Transportation & Travel** Payments for airfare, mileage, car rental, lodging and meals for visiting artists. Also includes transportation costs (e.g., busing) for participants to attend programs.

**All Other Expenses** Includes programming supplies and equipment, production materials, royalties, raw materials, and other items related to carrying out the project.

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**In-Kind Donations** Report the dollar value of non-cash contributions (goods and services) donated in support of the project. These should be calculated at verifiable fair-market value.