

## OSP/GENERAL OPERATING SUPPORT FINAL REPORT – FY 2009

**Deadline: August 30, 2009** (60 days from the end of the funding period)

Please submit one completed copy of this 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 OSGOS-\_\_\_\_\_ (Found on page one of contract) FY09 Grant Amount \$ \_\_\_\_\_

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  Check box if address  
has recently changed

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

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

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

\_\_\_\_\_ Total number of **individuals** benefiting \_\_\_\_\_ Total number of **children and youth** benefiting

\_\_\_\_\_ Number of **artists** participating  50% or more of the grant activities involved **arts education**

\_\_\_\_\_ Number paid **full-time staff** \_\_\_\_\_ Number paid **part-time staff**

### 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 (July 1, 2008 through June 30, 2009), using no fewer or more than **two** single-sided pages. Please retype the number and question before each response and use a font size of 11 or 12 points.

- 1) What were the organization's most significant achievements during the 12-month funding period?
- 2) What was the organization's greatest challenge this past year? How have/will you address the situation?
- 3) Describe any new or innovative strategies the organization used to reach target populations or increase/broaden participation in its programs.
- 4) Did the GOS grant help the organization build its capacity? If so, how? Tell specifically how grant monies were used.

**Important:** Complete the Financial Report on next page (or use MS Excel formatted file) to fulfill reporting requirements.

### 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 GENERAL OPERATING SUPPORT

Important: See Instructions/Definitions on next page

Grantee Organization Name:

	Report figures for grant period: July 1, 2008 - June 30, 2009	Organization's fiscal year ends (month, day):	
<b>OPERATING INCOME</b>		<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	
Grants from Federal Government	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Grants from State Government	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Grants from Local Governments	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Contributions from Individuals	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Contributions from Private Foundations	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Contributions from Businesses/Corporations	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Other Contributed (see definition)	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
<b>Subtotal Contributed Income</b>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Admissions/Ticket Sales	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Programs and Services Revenue	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Other Earned (see definition)	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
<b>Subtotal Earned Income</b>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
<b>TOTAL CASH INCOME</b>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	Report below where CCT GOS grant dollars were spent	Percent of GOS grant
<b>OPERATING EXPENSES</b>			
Salaries	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> %
Outside Professional Services	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> %
Space Rental/Occupancy Costs	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> %
Marketing/Publicity/Advertising	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> %
All Other Expenses (see definition)	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> %
<b>TOTAL CASH EXPENSES</b>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	
<b>OTHER INCOME AND ASSETS</b>		^Column total^ should equal FY09 GOS grant amount	
Estimated Value of In-Kind Donations	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		
Amount of Organization's Endowment or Cash Reserve, if any	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	or N/A	<input type="checkbox"/>
Amount of Capital Fund Contributions	\$ <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	or N/A	<input type="checkbox"/>



## INSTRUCTIONS FOR COMPLETING FINAL REPORT

FY 2009 Organizational Support Program - General Operating Support (GOS)  
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 either the PDF- or MS Excel-formatted form.
  - 4) **Attach** sample **printed item(s)** that credit support by CCT.
  - 5) **Submit** the *original* copy of the complete report by 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 and follows this format: 2009-OSGOS - # # # # #. If you cannot locate the contract, it is permissible to **leave this blank**.

**Grant Amount:** Enter the total amount of your FY09 GOS grant. Reference the grant contract or the MS Word document (list of grantees) emailed to you. If you cannot determine the amount, check with 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. Send to the attention of Lu Rivera.

### SUMMARY INFORMATION

**Individuals benefiting:** Count the total number of individuals who were directly involved in the organization's activities as artists, staff, non-artist project participants or audience members during the 12-month grant period. 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 small numbers.

**Artists participating:** Count the total number of artists directly involved in providing art or artistic services during the grant period. 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 organizations activities. 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 your organization's core activities involve 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 4 **printed samples** which show acknowledgement of CCT support. Note, in the space provided, other ways CCT was credited, e.g. through pre-performance announcements, web site, etc. Additional support materials are not required to be submitted with the final report and are in fact discouraged.

## **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**

An alternate version of this form is available as an Excel formatted file.

Figures should be reported for the grant period **July 1, 2008 – June 30, 2009** which may or may not conform to your organization's fiscal year. Be sure to **indicate your fiscal year** in the space provided. If the grant period does not conform, do the best you can to draw figures from different budget years (estimates are acceptable). We realize budgets may be out of balance if the year has not yet closed.

Because this grant was used to support the organization's **operations**, report only the income and expenses associated with operational/programmatic activities received or spent during the grant period. The value of in-kind donations or income/expenses related to major equipment purchases or capital improvement projects may be reported in the "Other Income and Assets" section.

Fields to complete are highlighted in yellow. Embedded formulae in the cells automatically calculate totals.

## **BUDGET DEFINITIONS**

### **Operating Income**

**Grants from Federal Government** The sum of grants received from agencies of the federal government (e.g. National Endowment for the Arts, National Endowment for Humanities).

**Grants from State Government** The sum of all grants/appropriations (including this GOS grant) received from CCT and other state agencies (used for operational activities).

**Grants from Local Governments** The sum of grants/appropriations received from city (municipal), regional and other local government agencies used for operational activities.

**Contributions from Individuals** Cash contributions used for operational activities.

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

**Contributions from Businesses/Corporations** Cash support from businesses, corporations and corporate foundations.

**Other Contributed** Income derived from special events or fundraisers, and sources not cited above. Include Greater Hartford Arts Council support here if applicable.

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

**Programs & Services Revenue** Income derived from classes, workshops, seminars, school group events, in-school residencies, and other school-based programming. Also, income derived from fees earned through contracts for specific services outside of core organizational programming.

**Other Earned** Income from catalog and gift shop sales; concessions; parking; interest earnings on investments or endowment; rental of facility or equipment; advertising space in programs; membership dues, etc.

## **Operating Expenses**

**Note:** In the second column, indicate where CCT GOS grant dollars were expended. If the grant was applied “generally” to operational expenses, apportion 20% of grant dollars to each of the five specified categories. The column total should equal the FY09 GOS grant amount received. In the third column, indicate the percent of grant funds spent in each category (to total 100%).

**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 (artistic directors, conductors, curators, composers, choreographers, designers, performers, artists, instructors, attorneys, accountants, consultants, technicians, etc.)

**Space Rental/Occupancy Costs** Payments for rental of office, rehearsal hall, performing venue, gallery or other such spaces. For owned buildings, include maintenance costs, security, property insurance, utilities, janitorial services and related supplies. Do not include capital expenses.

**Marketing/Publicity/Advertising** Payments for marketing materials including newspaper, radio and television advertising, web design and maintenance, in-house printing costs, promotional items, etc.

**All Other Expenses** Includes cash payments for office supplies and equipment, production materials, telephone usage, postage, trucking, shipping, travel costs, bank and credit card fees, organizational membership dues and subscriptions, royalties, raw materials and other items related to your programming.

## **Other Income and Assets**

**In-Kind Donations** Report the dollar value of non-cash contributions (goods and services) donated to support operational activities during the grant period. These should be calculated at verifiable fair-market value.

**Endowment** If your organization has established an endowment or cash reserve fund, report the value of investments as of June 30, 2009. Any interest earned on an endowment that was used for operational expenses should be reported in the “other earned income” category.

**Capital Contributions** If your organization conducted a capital campaign during the grant period, indicate the amount of cash contributions received.