

City of Urbana, Arts and Culture Commission  
URBANA ARTS GRANTS PROGRAM  
**2019 FINAL REPORT**  
**FORM & INSTRUCTIONS**

**100% OF THE GRANT AMOUNT RECEIVED MUST BE SPENT PRIOR TO APRIL 1, 2020 OR 60 DAYS FOLLOWING PROJECT COMPLETION.**

**FINAL REPORT DEADLINE: By April 1, 2020 or 60 days following Project Completion.**

Your project is being funded with the expectation that it will enhance the City's arts and culture programs or activities, as well as the quality of life. Please complete your **Final Report** to the best of your ability, as it assists in determining whether your project fulfills these expectations, as well as whether the Urbana Arts Grants Program is meeting its goals.

**The Final Report** for a 2019 Urbana Arts Grant must be submitted in writing to the City of Urbana Arts and Culture Coordinator following the completion of the funded grant project. Grantees are responsible for accurate, complete and prompt submission of the Final Report. Grantees should be aware that the City of Urbana reserves the right to use any materials submitted in the final report to promote the Urbana Arts Grants Program or for any other non-commercial uses.

Once you have turned in your Final Report and it has been approved by the Arts and Culture Coordinator, **your final responsibility is to make a brief 5-10 minute presentation about your project to the City of Urbana Arts and Culture Commission during one of their regular meetings.** These meetings occur on the 2<sup>nd</sup> Tuesday of each month at 4:30 PM. The Arts and Culture Coordinator will work with you to schedule your presentation. Grantees who are not based locally may deliver presentations via conference call or video call.

**Payment and Reimbursement:** For Urbana Festival Grantees, 100% of the total award was provided to the Grantee as the initial payment upon signing the agreement and processing payment. For Individual, Group and Nonprofit Grantees, 50 % of the total award was provided to the Grantee as the initial payment upon signing the agreement and processing payment. The remaining 50% of the award amount will be processed for payment by the City's Finance Department upon completion of the project, submission of the Final Report to the Arts and Culture Coordinator, and presentation to the Urbana Arts and Culture Commission.

**Incomplete reports or reports received after the April 1, 2020 deadline, or 60 days following the project completion, may jeopardize future requests for funding.** In the event the Final Report is not received by the report deadline, you will forfeit any remaining Grant Funds, unless you have received written permission from the Arts and Culture Coordinator. The Final Report, and/or Revised Project Budget (if applicable), may be delivered in person, sent by mail, or sent by e-mail to the Arts and Culture Coordinator.

**Return Final Reports to:**  
Arts and Culture Coordinator  
City of Urbana, Community Development  
400 S. Vine Street  
Urbana, Illinois 61801  
Email (preferred): ArtsGrant@urbanaininois.us

## **Important Project Reminders**

### **Acknowledging City Support**

Grant recipients are expected to acknowledge the City's financial support in all appropriate materials and media. The acknowledgement should read, "Supported in part by a City of Urbana Arts Grant," unless the City is part of a list of supporters. In the latter case, the acknowledgement may say simply City of Urbana. **Grantees must display the Urbana Arts and Culture Program and City logos whenever other sponsor logos are displayed.** Contact the Arts and Culture Coordinator for digital logo files.

### **Funding Restrictions**

Grant funds must be used to support project-based efforts. Requests for operating costs will not be considered. **Grant funds may NOT be used for the following purposes:**

- For the purchase of non-consumable materials (e.g., computers, software, cameras, power tools, instruments.)
- For the completion of degree work.
- For any event conducted solely or primarily as a fundraiser.

Please contact the Arts and Culture Coordinator with any questions about funding restrictions.

### **Attendance Numbers and Hours**

Please keep track of the number of hours you spend completing the project, as well as the number of members of the public who participate in your project, including participating artists, performers, and collaborators. **You must include these numbers in your Final Report.**

### **The Final Report**

The following pages outline the **required components** of the Final Report. Please include each of these components when submitting your report.

#### **Final Report Checklist:**

- Grant Award Form
- Cover Letter with Certification
- The Report
  - Post-Project Evaluation
  - Project Documentation
  - Fiscal Report
  - Revised Project Budget (if applicable)
- Receipts/Invoices

## GRANT AWARD FORM

**Grant Award Form:** Please complete the Project Questions below and include this page in your Final Report materials submitted to the address below.

The information provided in question #1 - 5 should be the same as the information on your Urbana Arts Grant Agreement with the City.

**1. GRANTEE:** Name of Applicant or Primary Contact:

\_\_\_\_\_

Address:

\_\_\_\_\_

Project Title:

\_\_\_\_\_

**2. TOTAL AMOUNT OF GRANT FUNDS AWARDED:** \$\_\_\_\_\_.

**3. TOTAL AMOUNT OF GRANT FUNDS RECEIVED TO DATE:** \$\_\_\_\_\_.

**4. GRANT PERIOD:** \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_.

**5. EXPENDITURE DEADLINE:** \_\_\_\_\_, 20\_\_.

**6. DATE OF PROJECT COMPLETION:** \_\_\_\_\_, 20\_\_.

## COVER LETTER WITH CERTIFICATION

**Final Report Certification:** Each Report submitted should be accompanied by a **cover letter** on grantee letterhead, signed by an authorized agent of the grantee, stating one of the following, as appropriate:

(For Tier III GRANTEES)

***“I hereby certify that I am authorized to approve this Report, that I have reviewed the attached invoices in the amount of \$\_\_\_\_.\_\_\_\_; that all costs claimed have been incurred for the Project in accordance with the Agreement between (name of GRANTEE) and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.”***

(For Tier I, II, and Arts in the Schools GRANTEES):

***“I hereby certify that I am authorized to approve this Report, which serves as a Request for Reimbursement, that I have reviewed the attached invoices in the amount of \$\_\_\_\_.\_\_\_\_; that all costs claimed have been incurred for the Project in accordance with the Agreement between (name of GRANTEE) and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.”***

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## THE REPORT

**The Report:** Please use the following instructions to write a Final Report on letter size plain paper, or to be emailed as a PDF. The Final Report must be word processed. Handwritten Final Reports will not be accepted. Please **do not** staple your report. Paperclip all pages together and place the entire Final Report in an envelope. Binders, folders and report covers are unnecessary and will be discarded. The Report must include the following information:

**Post-Project Evaluation:** Write one typed page describing the following information:

1. Accomplishments and how grant funds were utilized during the grant period.
2. The impact that the grant funds had on your artistic or organizational development.
3. The number of hours spent in completing the project: including planning, administration, promotion, production, and the final presentation.
4. The number of participants in events or activities related to your grant project.
5. Description of experience working with collaborating partners.
6. Any additional comments.

**Project Documentation:** Documentation is required showing the progress or completion of your grant project. **Please note that materials will not be returned.**

- Submit no fewer than three **digital** images (.jpg, .gif, or .tif) depicting the performances, workshops, and/or exhibits pertaining to the project. This can include images from the production and the final exhibit or performance of the project.
- Include examples of event announcements or flyers used to promote the event.

**Fiscal Report:** The Fiscal Report is a basic list summarizing expenses supported by grant funds. Report only those expenses supported by your Urbana Arts Grant. List the expenses supported by your Urbana Arts Grant in a **spreadsheet or list format** on letter size paper and submit it with the Final Report to the City.

**Revised Project Budget:** Any changes to the Project Budget should be submitted along with the Final Report to the City for approval on the Revised Project Budget. Project Budgets which request additional grant award funds above the total award amount listed the signed grant agreement will **not** be considered.

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## RECEIPTS/INVOICES

**Receipts/Invoices:** Compile receipts and invoices documenting the expenses of the grant funds.

- Each receipt, invoice, account statement or cancelled check should be **individually attached** to a one-sided 8½“ x 11” sheet of paper. Undersized (Not 8½” x 11”) receipts must be individually taped or glued to standard 8½” x 11” paper .
- Receipts/Invoices must be clear, indicate method of payment and show the following information:
  - Items or services purchased
  - Cost of Items
  - Date of purchase (must **not** predate April 1, 2013 or be later than April 1, 2014)
  - Name and address of store or vendor
- Total receipts/invoices must be equal to or greater than the grant amount.
- Do not place receipts on both sides of paper. Please do not overlap receipts.
- Highlight the date of purchase and total on all receipts.
- Handwritten receipts must be accompanied by proof of purchase (check, money order, or credit card receipt) and include merchant name and address.
- If grant funds are used for artist or performer fees, **please include invoices from these artists or performers** in this section to provide a record of these payments.

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**Please retain a copy of the Final Report and receipts/invoices for your own records.** No portion of the Final Report will be returned. Grants are considered taxable income by the Internal Revenue Service.