

Final Report for SEMAC Grants



Grant Number:

Title of Proposal:

Due Date (see contract letter):

This report must be completed and returned within 30 days of completing the proposal. Please note that the SEMAC Board of Directors reviews these reports. The quality and completeness of the final report reflects upon your organization.

1. Grant Recipient Information:

Applicant/Organization

Address

City

Zip

Name of Person completing report

Email

Phone

2. Proposal Description: Briefly describe how your organization used the grant funds and explain how the proposal may have differed from the original description, or if you added a performance.

3. Proposal Activities: Please fill in the date, location and attendance for each activity included in the project. Indicate the audience total attendance below.

<u>Date</u>	<u>Activity</u>	<u>Location</u>	<u>Attendance</u>
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Totals:	number of people	number of performances	% of total capacity
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4. What were the highlights of your activities?

5. Describe the promotional efforts for this project. A requirement of the grant contract is to show that the credit line was used in all publicity. Attach 8½x11 copies (need not be in color) of printed publicity, programs, newspaper clippings, or photos. Note that these attachments are necessary to document that the project was completed as stated in your application.

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6. Goals and Evaluation Method.	<u>Possible Evaluation Methods to Use</u>	5. Interviews
	1. stories	6. Behavior change (broaden, deepen, diversify?)
	2. video/audio recordings	7. Data collected (attendance increased, number of events increased, revenue increased?)
	3. surveys (online, onsite, mailed)	8. Other method (this list is not exclusive)
4. Focus groups		

a. What were the goals of the proposal?

b. Explain briefly which method you used for evaluation. Attach a summary page of your survey results.

c. Was there anything specific that you learned from the survey or evaluation that will assist you in your planning for next year?

d. Who specifically were the target populations of your proposal?

e. How specifically were they affected by the proposal?

f. How did your group know about the affect?

g. How did the larger community benefit?

7. Describe how your project was ADA (Americans with Disabilities Act) accessible.

8. Description of equipment purchased. List serial and model numbers where applicable. Where will the equipment be stored? Attach copies of receipts for all equipment purchased.

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9. Budget Summary (cash only). Estimated expenses and income figures must correspond to your original application form.

	Estimated		Actual	
	Your Estimated Expenses	Want SEMAC Funds to Pay	Your Actual Expenses	How SEMAC Funds Spent
Artist fees	\$	\$	\$	\$
Staff salary or wages	\$	\$	\$	\$
Honoraria or stipends	\$	\$	\$	\$
Expendable supplies	\$	\$	\$	\$
Travel expenses	\$	\$	\$	\$
Publicity expenses	\$	\$	\$	\$
Rental fees	\$	\$	\$	\$
Equipment expenses	\$	\$	\$	\$
Miscellaneous	\$	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$	\$

	Estimated Income	Actual Income
Cash Budgeted	\$	\$
Other Grants and Contributions	\$	\$
Earned Income	\$	\$
TOTAL PROPOSAL INCOME (1)	\$	\$
SEMAC GRANT, full amount (2)	\$	\$
Income (1) + Grant Amount (2) = Total Support (3)		
Total Support for the Proposal (3)	\$	\$

Attach your arts organization's profit and loss statement for the period of this grant proposal. Non-arts organizations must attach only the arts-related portion of their profit and loss statement. [This requirement is not applicable to opportunity grants or individual artist grants.]

10. Did the organization earn money or lose money with this proposal? Explain any substantial difference (plus or minus 25%) between estimated and actual expenses and estimated and actual income. SEMAC acknowledges that organizations may earn money from their proposal.

11. Describe any difficulties. For example: scheduling difficulties, unexpected costs, problems in getting people to participate, etc.

12. YES, we sent thank you letters to our legislators. This requirement must be fulfilled. **attach one copy**

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13. Suggestions. In order to support our constituents, we need suggestions from grantees. Please feel free to comment on areas in which SEMAC can better serve you.

14. Certification. We certify that the information contained in this report is true and correct to the best of our knowledge. We acknowledge that we have kept a copy of this final report for our records.

_____ Date Signed:
Project Director Signature & Printed Name

_____ Date Signed:
Authorizing Official / Board President Signature & Printed Name