

COA FINAL REPORT INSTRUCTIONS

FY19 Arts Project Grant Program

Grantees must complete the final report using COA's on-line e-granting portal accessible at <https://coa.fluidreview.com/>. Grantees must create an account, or if an account already exists then sign in using your email and password.

If you are a returning user: Log in. Select "View My Submissions". Scroll down and click "Create New Submission". Select "**FINAL REPORT: FY19 Arts Project Grant**" from the drop-down menu. Enter name of grantee. Click "Get Started".

If you are a new user: Create account by clicking "Sign up". Complete registration page. When on the registration page, be sure to select the category "**FINAL REPORT: FY19 Arts Project Grant**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission".

The outline below contains the information requested within the final report.

Grantees must also complete a final report budget (MS Excel spreadsheet), which is available on the CT Office of the Arts website or within the e-granting portal. Complete the report and upload it as part of your final report.

General Information:

- Name of Grantee as listed on your Grant Contract
- Contact Person (Telephone, Email)
- Grant Amount Received
- Final Project Start & End Dates
- Provide a final list of the Town(s) where the project's main activities occurred.

Describe your project by selecting from the boxes below (check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Open to the General Public | <input type="checkbox"/> Admission Fee Charged | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Restricted to a particular Population | <input type="checkbox"/> Free Admission | <input type="checkbox"/> Performing Arts |
| <input type="checkbox"/> Age-specific | <input type="checkbox"/> Culturally specific | <input type="checkbox"/> Literary Arts |
| <input type="checkbox"/> Inter-generational | <input type="checkbox"/> Multi-cultural | <input type="checkbox"/> Traditional Arts |
| <input type="checkbox"/> Business / Economic Activity | <input type="checkbox"/> Community Development | <input type="checkbox"/> Multi-disciplinary |
| <input type="checkbox"/> Educational (in the classroom) | <input type="checkbox"/> One-time Activity/Project | <input type="checkbox"/> Therapeutic Arts |
| <input type="checkbox"/> Educational (in the community) | <input type="checkbox"/> Ongoing Activity/Project | <input type="checkbox"/> Other, please specify |

Complete the Artist Information Section Below:

- Identify primary Connecticut artist(s) engaged in your project. For each artist, provide their name and the town they reside in.
- In which aspects of your project was/were the artist(s) involved (check all that apply):
 - Planning
 - Implementation
 - Assessment
 - Other, please specify...
- Enter the total number of artists (CT artists and non-CT artists) directly involved in providing art or arts services.
- Enter the total number of CT artist(s) that received financial compensation from your project for their services.

Narrative:

1. Provide a brief summary of your project and highlight significant project activities. *(up to 400 word count)*
2. Explain the ways in which you feel that your project was a success and/or how your project could have been more successful. *(up to 250 word count)*
3. Explain any significant changes that occurred to your project from the original application submitted and approved and indicate why these changes were made (if applicable). *(up to 250 word count)*

Accessibility: It is important that COA projects be accessible to all. Explain how you made your funded activities equitably accessible to those with varying abilities. *(up to 250 word count)*

Credit & Publicity: Explain how DECD/COA was credited for its support of your project. Upload copies or references to published support showing credit for the support. *(up to 150 word count)*

Budget Narrative: Clarify any budget entries and/or changes to your original budget (submitted with application) that are greater than +/-20% to the project's actual/ending income and expenses. *(up to 250 word count)*

Work Sample: If available, please provide a link(s) to support materials documenting the project.

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