

Living Traditions: Folk Art Project Support for Individuals Final Report



PURPOSE

All grantees must file a final report as required by the National Endowment for the Arts and the West Virginia State Auditor's Office. Information contained in the final report also helps the West Virginia Department of Arts, Culture and History and the West Virginia Commission on the Arts evaluate and further develop its programs.

DEADLINE

Final reports are due within 30 days of the completion of a funded project or July 31st. All final reports must be submitted for applicants to be eligible for future grants.

INSTRUCTIONS

- **Form is compatible with Google Docs; to edit, click File > Make a Copy. Form should be saved as a PDF and emailed to the program contact.**
- Final reports must be typed.
- The Certification Statement must be signed in BLUE ink.
- **ALL RECEIPTS DOCUMENTING YOUR BUDGET MUST BE ATTACHED.**
- Copies of photos and press clippings, where applicable, must be included.

PROGRAM CONTACT

Cynthia P. McComas, Individual Artist Coordinator
cynthia.p.mccomas@wv.gov
or 304-558-0240, extension 145

SUBMIT TO

Please submit via email to cynthia.p.mccomas@wv.gov

Do not write in this space
Application #: _____
PRN: _____

PART I: Cover Sheet

Awardee's Legal Name:

Mailing Address:

City:

County:

State:

Zip:

Telephone:

E-mail Address:

Website or Social Media (if applicable):

This grant paid for:

Start Date – End Date:

PART II: Project & Budget Summary

Expenses	
<i>Tuition – Workshops, Residencies, Conferences, etc</i>	
	\$
	\$
<i>Outside Professional Services</i>	
	\$
	\$
<i>Itemized Travel – Airfare, Mileage, Lodging, M&I, etc</i>	
	\$
	\$
	\$
	\$
<i>Materials and Equipment</i>	
	\$
	\$
	\$
	\$
LINE A: Total Project Expenses	\$
Income	
<i>Corporate, foundation and private source match – list each source separately</i>	
	\$
	\$
	\$
<i>State, regional, or local government support match</i>	
	\$
	\$
	\$
Applicant Matching Cash	\$
LINE B: Total Matching Funds <i>Match should be ≥ 25% of project expense. To calculate 25% multiply project total by .25 i.e. 5000 x .25 = 1250</i>	\$
LINE C: Grant Amount Spent	\$
LINE D: Total Project Expenses (Lines A & D should be equal)	\$

PART III: Final Report Narrative

Awardee's Name:

Address all points thoroughly. Be concise, clear, and tell your story. Narrative should not exceed two pages.

1. How did you spend the awarded funds? Provide documentation of expenses (receipts) as attachments to this final report.
2. Describe how this project has improved your skills or knowledge as an artist/traditional practitioner.
3. Was this project successful? What worked? What didn't?
4. How did you share your new skills/expertise with other artists or community members? Describe who benefitted and how.

PART IV: Certification Statement

Certification:

I certify that I have reviewed the grant receipts and expenditures submitted within this final report and, to the best of my knowledge and belief, said report represents all financial activities related to the receipt, use and expenditure of funds granted by the West Virginia Division of Culture and History / West Virginia Commission on the Arts, and that the expenditures reported were for the purposes intended and in compliance with applicable laws, regulations and the terms and conditions of the grant documents.

Signature: _____

Date: _____

Notary required for all awardees

STATE OF WEST VIRGINIA

COUNTY OF _____

I, _____, a notary public in and for the said state, do hereby certify that _____, whose name is signed to the writing above, has this day acknowledged the same before me.

Given under my hand this ____ day of _____, 20__

My commission expires: _____

Notary Public

Final Report Checklist

Be sure to include all of the following in your Final Report

- ☐ PART I – Cover Sheet
- ☐ PART II – Project & Budget Summary
- ☐ Part III – Final Report Narrative
- ☐ Part IV – Signed and notarized Certification Statement
- ☐ Receipts for expenses
- ☐ Photos, video, and/or audio recordings related to project
- ☐ News articles, if applicable