

Final Report Form for Fiscal Year 2017/2018 Cultural Anchors

*Final reports must be filed no later than **November 15, 2018** for the applicant to receive the second half of the grant award. Additionally, once the final report has been reviewed, grant recipients must submit any additional required documentation by the deadline provided or the grant recipient will be non-compliant and ineligible to receive remaining grant funds, and ineligible to receive next year's grant funds if awarded.*

1. Contact Information

| | | |
|-----------------------|-----------------------------------|------|
| Organization Name: | | |
| Organization Address: | | |
| Project Title: | | |
| City: | State: | Zip: |
| Grant Contact Name: | | |
| Executive Director: | | |
| Phone: | Other Phone: | Fax: |
| Website: | Contact Email Address: | |
| FEI #: - | Executive Director Email Address: | |

2. Program Information - List seasonal programs or productions presented during the 2017/2018 season. Be sure to include **participating artists, locations/venues and dates, ticket prices and audience numbers**. Please use additional pages as needed.

3. Program Changes - Please list specific changes, if any, to your organizational programming as originally detailed in your City of Miami Beach grant agreement.

4. Public Outreach - Describe the organization's public outreach, minority service and audience development programs for FY 2017/2018. Please specify the particular program offerings by date, venue, constituencies addressed, numbers of participants, demographic profiles, etc.

5. Program Evaluation – Please evaluate the success of your programs. Identify your evaluation methods and attach an example of your evaluation tool(s).

6. (A) TOTAL OPERATING REVENUE BUDGET YEAR TO DATE

PLEASE LIST ORGANIZATION'S FISCAL YEAR DATES: TO

List all operating revenues. Round all figures to the nearest dollar.

| | <u>FY 2017/2018</u> |
|---|---------------------|
| ADMISSIONS | <hr/> |
| MEMBERSHIP | <hr/> |
| CONTRACTED SERVICE REVENUE | <hr/> |
| OUTSIDE PROGRAMS / PERFORMANCES | <hr/> |
| TUITIONS / ENROLLMENT FEES | <hr/> |
| SPECIAL EXHIBITION FEES | <hr/> |
| OTHER | <hr/> |
| PUBLICATIONS / ROYALTIES | <hr/> |
| RENTAL | <hr/> |
| STORE / CONCESSIONS REVENUES | <hr/> |
| CORPORATE CONTRIBUTIONS | <hr/> |
| FOUNDATION GRANTS | <hr/> |
| PRIVATE / INDIVIDUAL CONTRIBUTIONS | <hr/> |
| OTHER PRIVATE SUPPORT | <hr/> |
| AUXILIARY ACTIVITIES | <hr/> |
| SPECIAL EVENTS PROCEEDS | <hr/> |
| <hr/> | <hr/> |
| GOVERNMENT GRANTS (IDENTIFY SOURCES) | |
| FEDERAL | <hr/> |
| <hr/> | <hr/> |
| STATE | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| LOCAL (OTHER THAN THIS REQUEST) | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| INVESTMENT INCOME (ENDOWMENT) | <hr/> |
| INTEREST AND DIVIDENDS | <hr/> |
| OTHER REVENUE (ITEMIZE BELOW): | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| CITY OF MIAMI BEACH ANCHORS GRANT | <hr/> |
| TOTAL CASH OPERATING REVENUES | <hr/> |
| TOTAL VALUE OF IN-KIND CONTRIBUTIONS | <hr/> |
| TOTAL OPERATING REVENUES | <hr/> |

6. (B) TOTAL OPERATING EXPENSE BUDGET YEAR TO DATE

PLEASE LIST ORGANIZATION'S FISCAL YEAR DATES: / TO /

List all operating expenses. Round all figures to the nearest dollar.

| | <u>FY 2017/2018</u> |
|--|---------------------|
| PERSONNEL | _____ |
| ADMINISTRATIVE | _____ |
| ARTISTIC | _____ |
| TECHNICAL/PRODUCTION | _____ |
| OUTSIDE PROFESSIONAL SERVICES | _____ |
| SPACE RENTAL | _____ |
| TRAVEL | _____ |
| INSURANCE | _____ |
| MARKETING | _____ |
| ADVERTISING / PUBLICITY | _____ |
| DESIGN / PRINTING / PUBLICATION | _____ |
| POSTAGE / DISTRIBUTION | _____ |
| WEB DESIGN / SUPPORT / MAINTENANCE | _____ |
| OTHER | _____ |
| TELEPHONE / COMMUNICATION | _____ |
| STORE / CONCESSIONS MERCHANDISE | _____ |
| EQUIPMENT | _____ |
| SUPPLIES / MATERIALS | _____ |
| UTILITIES | _____ |
| FUNDRAISING/DEVELOPMENT (NON-PERSONNEL) (e.g., GALAS; GUILD EVENTS; FESTIVALS; etc.) | _____ |
| OTHER OPERATING EXPENSES (ITEMIZE) | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL CASH OPERATING EXPENSES | _____ |
| TOTAL VALUE OF IN-KIND SERVICES | _____ |
| TOTAL OPERATING EXPENSES | _____ |
| | |
| BALANCE, BEGINNING OF YEAR | _____ |
| BALANCE, END OF YEAR | _____ |
| CHANGE IN BALANCE | _____ |
| ON A SEPARATE, ATTACHED SHEET, EXPLAIN ANY DEFICITS OR EXCESSES OF OPERATING REVENUES OVER EXPENSES, AND BOARD-ADOPTED PLANS TO MANAGE THE DEFICITS OR EXCESSES | |

7. Grant Award Budget - Final

Specifically identify and itemize all expenses paid for with your City of Miami Beach grant funds. Grant funds may only be spent within grant award budget categories outlined in original grant contract. Line item changes to said Grant Budget shall not exceed ten percent (10%) per category, so long as said expenditures do not exceed the total amount of Grant funds

Grant Expenses

| | | | |
|-----------------------|-------|---|---------------|
| Personnel – artistic | _____ | Equipment Rental | _____ |
| Personnel – technical | _____ | Space rental (Performance Related Only) | _____ |
| Outside artistic fees | _____ | Insurance (Performance Related Only) | _____ |
| Marketing/Publicity | _____ | Total Other Costs (Itemize Below) | _____ |
| Printing | _____ | | |
| Postage | _____ | | |
| | | <i>Description</i> | <i>Amount</i> |
| | | | _____ |
| | | | _____ |
| | | | _____ |
| | | TOTAL (must equal grant award): | _____ |

Grant Requirements

- Grant funds must be spent within budget categories agreed upon in grant contract.
- All publications associated with City of Miami Beach cultural grant support must include the City of Miami Beach logo and the following byline: *“City of Miami Beach, Cultural Affairs Program, Cultural Arts Council.”*

Required supporting materials

- Copies of all receipts, invoices and expenditures of grant monies. **CATEGORIZE ALL RECEIPTS, INVOICES AND CANCELLED CHECKS (front and back copies), ETC. ACCORDING TO THE GRANT BUDGET (i.e. - all artists payments, separate from advertising payments)**
- Proof of logo and credit line in project publications and advertisements
- Proof of performance(s), such as programs, brochures and flyers.

Grant Use Restrictions (grant funds may not be used towards)

- Projects that are primarily recreational, political, therapeutic, vocational, rehabilitative or intended solely for practitioners of a specific religion.
- Remuneration of City of Miami Beach employees for any services rendered as part of a project receiving a grant from Cultural Affairs grants programs
- Administrative salaries or fees
- "Bricks and mortar" or permanent equipment; unless the purchase price is less than the cost of rental.
- City of Miami Beach services (permit fees, off duty police, insurance, etc.)
- Debt reduction
- Contests
- Indirect or general operating costs related to the operation of the organization (Cultural Anchors excluded from this restriction)
- Travel or transportation outside the local Miami Dade County area
- Social/Fundraising events, beauty pageants or sporting events
- Hospitality costs including decorations or affiliate personnel with the exception of artists
- Cash prizes
- Lobbying or propaganda materials
- Charitable contributions

- Events not open to the public; unless the event serves to specifically benefit City of Miami Beach government

8. Signature and Certification Page

I, _____, do hereby certify that the information contained in this final report including budget and grant award expenditures, cancelled check copies, invoices, receipts, program materials, marketing and advertising demonstrating use of logo and tag line is accurate and true, to the best of my knowledge.

Name (Please Print) _____

Signature _____ Date _____

Title _____

Subscribed and Sworn to (or affirmed) before me on _____
(Date)

by _____. He/She personally known
to me or has presented _____ as identification.
(Form of Identification)

(Signature of Notary)

(Serial Number)

(State)

Notary Seal/Stamp:

Note: Please remember that all required supporting materials noted on page 6 must be attached behind this page.