



City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

**Final Report Form for Fiscal Year 2020/2021
Cultural Anchors Grant Program (Not for use with Cultural Presenter Grants)**

*Final reports must be filed no later than **October 15, 2021** for the applicant to receive the second half of the grant award by December 31, 2021. Additionally, once the final report has been reviewed, grant recipients must submit any additional required documentation by the deadline provided by the Grant Administrator or the grant recipient will be non-compliant and ineligible to receive remaining grant funds, as well as ineligible to receive next year's grant funds if awarded.*

1. Contact Information

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

2. Program Information – List seasonal programs or productions presented during the 2019/2020 season. Use/attach additional pages, if necessary.

Seasonal Program/Production:

Date of performance/event:

Venue/Location:

Number of performers/artists:

Name of all Artists involved in performance/event:

Ticket prices:

Attendance:

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

4. COVID-19 – Was your grant funded programming affected by COVID-19? If so, briefly describe your organization’s ability to reschedule or continue with proposed programming/make programming virtually accessible. **Please include correspondences with the Cultural Affairs Program Manager approving the program change.**

5. Public Outreach - Describe the organization’s public outreach, minority service and audience development programs for FY 2020/2021. Please specify the particular program offerings by date, venue, constituencies addressed, numbers of participants, demographic profiles, etc.

6. Program Evaluation – Please evaluate the success of your project. Identify your evaluation methods and attach an example of your evaluation tool(s)/completed surveys by audience members.

7. (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.

	FY 2020/2021
ADMISSIONS	_____
MEMBERSHIP	_____
CONTRACTED SERVICE REVENUE	_____
OUTSIDE PROGRAMS / PERFORMANCES	_____
TUITIONS / ENROLLMENT FEES	_____
SPECIAL EXHIBITION FEES	_____
OTHER	_____
PUBLICATIONS / ROYALTIES	_____
RENTAL	_____
STORE / CONCESSIONS REVENUES	_____
CORPORATE CONTRIBUTIONS	_____
FOUNDATION GRANTS	_____
PRIVATE / INDIVIDUAL CONTRIBUTIONS	_____
OTHER PRIVATE SUPPORT	_____
AUXILIARY ACTIVITIES	_____
SPECIAL EVENTS PROCEEDS	_____
_____	_____
GOVERNMENT GRANTS (IDENTIFY	_____
SOURCES) FEDERAL	_____
_____	_____
STATE	_____
_____	_____
LOCAL (OTHER THAN THIS REQUEST)	_____
_____	_____
INVESTMENT INCOME (ENDOWMENT)	_____
INTEREST AND DIVIDENDS	_____
OTHER REVENUE (ITEMIZE BELOW):	_____
_____	_____
_____	_____
CITY OF MIAMI BEACH ANCHORS GRANT	_____
TOTAL CASH OPERATING REVENUES	_____
TOTAL VALUE OF IN-KIND CONTRIBUTIONS	_____
TOTAL OPERATING REVENUES	_____

8. (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.

FY 2020/2021

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

8. 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 without Cultural Arts Council approval, and so long as said expenditures do not exceed the total amount of Grant funds.

Grant Expenses

Personnel – artistic	_____	Equipment Rental	_____
Personnel – technical	_____	Other Costs (Itemize Below)	
Outside artistic fees	_____		
Marketing/Publicity	_____	_____	_____
Printing	_____	_____	_____
Postage	_____	_____	_____
		_____	_____
TOTAL (must equal grant award):		_____	

Grant Requirements

- Grant funds must be spent within the budget categories agreed upon in Grant Contract.
- Payments made in conjunction with this Grant award must be dated within the Fiscal Year (Oct. 1, 2020 through Sept. 30, 2021) or clearly state in invoices/contracts that payments are for services rendered within the Fiscal Year.
- All publications associated with City of Miami Beach cultural grant support must include the City of Miami Beach logo and/or the following byline: “City of Miami Beach, Cultural Affairs Program, Cultural Arts Council.”

Required supporting materials

- **Complete FY20/21 Final Report Checklist for Cultural Anchors and submit all required information.**
- **For the Checklist’s Tab 3: Label all copies of receipts (or contracts/invoices) with their associated proofs of payment, as well as submit these copies in the order as they appear in the Checklist.**

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
- Travel or transportation
- 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

9. 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 4 must be attached behind this page