

Final Report Form for March 2020-December 2020 Covid-19 Emergency Relief Grant

Final reports must be filed no later than **March 31, 2021** 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 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. Grant Period indicates the allowed expenditures from March 12, 2020 through December 31, 2020.

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 virtual experiences presented during the grant period. How has your organization contributed to the cultural community during the Covid-19 Pandemic?

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. Financial Outlook- Since the onset of the pandemic, how has your financial outlook changed? Please include federal, state, and local grants, donations, corporate sponsorships. Of these sources, have you secured any supplementary funds, grants, or loans?

4. Recovery Plan- Please evaluate the success of your short-term recovery plan and the implementation of your long-term recovery plan. Please describe the financial and organizational measures your organization has implemented to mitigate the impact of Covid-19.

5. Organizational: Covid-19 Emergency Relief Grant-Briefly describe the impact of Covid-19 Emergency Relief Grant funding from the City of Miami Beach.

6. 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 |
| | Space Rental |
| Personnel- Technical | Audio/Visual Livestreaming |
| Personnel-Administrative Salary | Materials and supplies in transitioning core exhibit |
| Outside Artistic Fees | Materials and supplies in transitioning core exhibit |
| Marketing/Publicity | Other Costs (Itemize Below) |
| Printing/Postage | |

TOTAL (must equal grant award):

- 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 grant period (March 12, 2020 through December 31,,2020) 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 Covid-19 Emergency Relief Grants 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

7. 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 _____

Notary Information:

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me, by means of () physical presence or () online notarization.

Witness my signature and official seal this _____ day of _____, _____, in the County and State aforesaid.

My Commission Expires:

Notary Public-State of _____

Print Name

Note: Please remember that all required supporting materials noted on page 3 must be attached behind this page