

## 2016 Final Report Instructions

Please review the instructions below regarding the FY2016 General Operating Support Expansion and Arts Project Grant program Final Report.

### Timeline

- The final report is due no later than June 30, 2016. Your report, including report materials, must be completed and submitted together. Once submitted, a confirmation email indicating Houston Arts Alliance has received your report will be sent to the primary account holder.
- Upon review and approval of the final report, the balance of your grants funds will be disbursed pending the receipt of funds from the City of Houston.

### Final Report Outline

The Final report is divided into the following sections:

- A) Personnel Information
- B) Narrative Questions
- C) Audience Summary Statement
- D) Audience Survey
- E) Programming Location Report
- F) Audience Demographics
- G) Financial Information

### Submission Instructions

- **Final Report Form:** Submit one hard copy with financials documentation and project documentation. You will also need to submit a digital copy to grants. Use submit button below to automatically send digital copy to grants.
- **Project and Financial Documentation:** Submit the hard copy to:
  - Houston Arts Alliance
  - Attn: Grants Department
  - Organization Name
  - 3201 Allen Parkway Ste. 250
  - Houston, TX 77019
- **Programming Location Report:** Submit Electronically to [grants@haatx.com](mailto:grants@haatx.com)



**A**

**Personnel Information**

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**PERSONNEL INFORMATION:** Provide (in numbers) the following personnel during the grant period (July 1, 2015 - June 30, 2016.)

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**Full-time paid personnel:**

**Part-time paid personnel:**

**Artists/Cultural Experts who receive a fee:**

**Artists/Cultural Experts NOT paid (volunteer):**

**Non-Artist volunteers:**

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**B**

**Narrative Questions**

**SCOPE OF SERVICES:** Describe the main activities of your programming for the FY16 grant term? What were the outcomes, expected and/or unexpected? Did you successfully implement all activities as described in your scope of services? Detail any variances from the application. 350 word maximum.

**B**

**Narrative Questions**

If the actual income **OR** expenses varied by more than 20% from the original budget, please explain. 350 word maximum.

**B**

**Narrative Questions**

**Marketing:** Please indicate how the organization met the requirements of the Hotel Occupancy Tax to promote tourism and the convention and hotel industry. Please describe the following: **(a)** Location of the performance or events, and the proximity to visitors and tourists? **(b)** Who was the primary audience? **(c)** Was the event openly advertised? **(d)** Please list the specific way that the organization notified, marketed and advertised to the public the events offered by the organization (Example: lists, publications, newsletter, websites). 350 word maximum.

**B**

**Narrative Questions**

**Tracking:** To meet the Hotel Occupancy Tax requirements, please indicate how your organization tracked or measured tourist and visitor participation. Please attach the Audience Survey sample form or your organization survey and state when the survey was used and how often. 350 word maximum.

**C****Audience Summary Statement**

The information requested here will be provided to agencies that are looking for realistic numbers of audiences served. Please do not consider counting audiences that are part of another group's main event funded by HAA. Example: If you performed or participated in a festival **funded by HAA**, outside of your scope of services, do not include those numbers. This is to avoid duplication of audience number counts.

**Based upon your activities in the completed fiscal year (July 1, 2015 through June 30, 2016) please complete the following.**

**I. On site-attendance Total Number:**

- From July to June: This number should be the door count or number of patrons who attended your normal exhibitions, activities, and performances.
- The number should not count any activity that was part of another arts organization's primary activity, such as a festival or use of your space or facility for other arts organization events.
- Do not count audience from website hits or radio/TV broadcasts.

**II. Outreach Audience Total Number:**

- From July to June: This number should include attendance at locations such as libraries, community centers, in classroom events or other facilities not counted above as part open to the general public.

**III. Total Attendance (I + II=):**

**IV. List the top 10 cities or zip codes** from (50 miles or more outside of Houston) which your audience came to attend your performances this season (July 2016 through June 2016.)


**D****Audience Survey**

Along with the required Audience Summary Statement (Section C) please submit a completed **Audience Survey Form**. Also, provide any compiled data from survey if available.

**E****Programming Location Report**

HAA collects information that relates to the programming conducted by all cultural partners. By capturing everywhere that your organization conducts programs, we'll be able to demonstrate to the public, legislators, and key stakeholders a more robust picture of how HAA funds are making a real difference in our community. HAA is also interested in seeing where programming is taking place beyond the borders in the City of Houston. This information, used only internally, helps HAA understand the reach of the programming for organizations based in City of Houston. **[Completed reports should be emailed to grants@haatx.com.](mailto:grants@haatx.com)**

Link to report:

**F****Project Documentation**

Please provide 3-5 samples of announcements, news releases, flyers, and other materials specific to the HAA related activities. Please indicate the Houston Arts Alliance credit line, HAA logo and the City of Houston's logo, on the publicity or printed materials. Please limit items to no more than one example of each, excessive items will be discarded.

**Breakdown of people served – Required:** Please provide an estimation of the Cultural/Ethnic characteristics of the audiences served during the grant period (July 1, 2015 - June 30, 2016)

**Race/Ethnicity** *(no percentages here -- whole numbers only!)*

**Audience Numbers**

African American  
 Asian American/Pacific Islander  
 Caucasian  
 Latino/Hispanic  
 Native American  
 Multi-Racial  
 Total for Race/Ethnicity *(this should match the Total for Age Groups below)*

**Age Groups** *(no percentages here -- whole numbers only!)*

**Audience Numbers**

Youth Under 18  
 Adults (18-64)  
 Seniors (65 and over)  
 Total for Age Groups *(this should match the Total for Race/Ethnicity above)*

**Other** *(no percentages here -- whole numbers only!)*

**Audience Numbers**

People with disabilities  
 Tourists and visitors (all ages)

**ARTIST DEMOGRAPHICS:** Please provide numbers for artists, performers, and cultural experts who participated in the organization's programs during the grant period (July 1, 2015 - June 30, 2016)

**Breakdown of Artists, Performers or Cultural Experts involved in programs:**

**Race/Ethnicity** *(do not use percentages here: whole numbers only)*

**Artists/Cultural Experts**

African American  
 Asian American/Pacific Islander  
 Caucasian  
 Latino/Hispanic  
 Native American  
 Multi-Racial



Total:

*(This number should match the Total number of Artists, Performers and Cultural Experts below.)*

**Age Groups *(do not use percentages here: whole numbers only)***

**Artists/Cultural  
Experts**

Youth

Adults (18-64)

Seniors (65 and over)

Total:

*(This number should match the Total number of Artists, Performers and Cultural Experts above.)*

**Other *(do not use percentages here: whole numbers only)***

**Artists/Cultural  
Experts**

People with disabilities

Experts from other cities

This space left blank intentionally.

**Actual Expenses**

Use this section to provide your organization's **actual operating cash expenses** for the grant period (July 1, 2015 through June 30, 2016). Show all of the HAA Grant expenditures as though final payment has been made.

When entering numbers, please round to the nearest whole number.

**Note: You must enter a number in every blank on this page. If something is not applicable to your organization, please enter zero (0).**

	Actual Cash Expenses paid with HAA Grant	Actual Cash Expenses paid with Other Funds
<b>Salaried Personnel</b>		
Administrative		
Artistic		
Technical		
Fringe Benefits		
<b>Outside Professional Fees/Contracted Employees</b>		
Administrative		
Artistic		
Technical		
Travel		
<b>Miscellaneous Operating Expenses</b>		
Space Rental		
Equipment Rental		
Supplies and Materials		
Advertising/Promotion		
Printing		
Postage		
Insurance		
Shipping & Transportation		
Exhibit Rental Fees		
Other Production Costs		
All Other Operating Expenses		
<b>Totals for each column</b>		

## Actual Revenue

Use this section to provide your organization's **actual operating cash revenues** for the grant period (July 1, 2015 through June 30, 2016.) Show all of the HAA Grant expenditures as though final payment has been made.

When entering numbers, please round to the nearest whole number.

**Note: You must enter a number in every blank on this page. If something is not applicable to your organization, please enter zero (0).**

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### Earned Revenue

### Actual Cash Revenue

Admission charges, subscriptions, box office receipts

Concessions, sales, parking, publications, rentals, etc.

Tuition, class and workshop fees

Interest on Investments, endowments

Other Earned Income

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### Unearned or Contributed Revenue

Individual Contributions

Memberships

Corporations (contributions from businesses, corporate sponsorships or corporate foundations)

Foundations (contributions from private foundations)

Federal Government

State Government (TCA or other state funds)

City Government (Not HAA Funds)

Other Local Governments

**HAA Grant:** Note: This is your grant award amount.

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### Total Revenue

**Financial Documentation - REQUIRED**

All items listed should only correspond to your HAA FY16 Grant Award Amount.

Before submitting this form please verify that:

- All items fall within the grant term (FY15: July 1, 2015 – June 30, 2016) & are within HOT compliance as detailed in your contract.
- Items correspond with organizations FY16 Scope of Services as detailed in the grant agreement.
- Organization has provided **TWO** supporting documents per each item listed below:
  - (Canceled Checks + invoices and signed artist contracts or receipts etc.)**
  - (Checks + bank statements showing the check has been paid.
- Items are organized & attached in the order listed below. **Please label each document to correspond with its respective letter.**

**Example:** First listed expenditure will be labeled: "a."

*Excessive and unnecessary documentation will delay final payment processing. If you need additional space please attach a separate page using the same column format.*

Description of Check/Invoice/Contract/ Receipt	Check #	Amount
<i>EX: Artist Contract for Nancy Houston (SAMPLE)</i>	<i>(SAMPLE) Check #3201</i>	<i>(SAMPLE) \$500.00</i>
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		
i.		
j.		
k.		
l.		
m.		
n.		
o.		
p.		
q.		
r.		
s.		
t.		
u.		
v.		
w.		
x.		
y.		
z.		
aa.		
bb.		
cc.		

dd.	
ee.	
ff.	
gg.	
hh.	
ii.	
jj.	
kk.	
ll.	
mm.	
nn.	
oo.	
pp.	
qq.	
rr.	
ss.	
tt.	
uu.	
vv.	
ww.	
xx.	
yy.	
zz.	
aaa.	
bbb.	
ccc.	
ddd.	
eee.	
fff.	
ggg.	
hhh.	
iii.	
jjj.	
kkk.	
lll.	
mmm.	
nnn.	
ooo.	
ppp.	
qqq.	
rrr.	
sss.	
ttt.	
uuu.	
vvv.	
www.	
xxx.	
<b>AMOUNT EQUALS TOTAL HAA GRANT:</b>	

Organizational Grants Final Report – FY2016  
Final Report Form General Operating Support - Expansion/Arts Project Grant-Outreach

**ASSURANCE PAGE:**

THE AUTHORIZED ORGANIZATION OFFICIAL WHO IS SIGNING CERTIFIES THE FOLLOWING:

- Submitted FINAL REPORT (Forms 1 & 2) to the Houston Arts Alliance on or before June 30, 2016 by 5:30 p.m.
- All events/programs and services which the grant supported took place during the grant term and were completed.
- Financial documentation clearly supports grant related expenses and is organized according to the Financial Documentation Summary (Section G)
- The organization is in compliance with all applicable federal, state, local laws and the funds were used in accordance with the Hotel Occupancy Tax Texas Tax Code Chapter 351.
- Audience and artist’s demographics are complete and as accurate as possible. (If grantee was part of another HAA grantee’s festival or major attraction, do not include the audience count in your attendance number.)
- The Final Report submitted to the Houston Arts Alliance has been duly authorized by the Executive Director (or the equivalent) who is an authorized official of the organization and is at least the principal of the organization with the legal authority to certify the information contained in the Final Report.

Houston Arts Alliance  
Grants Department – FY16 Final Report  
3201 Allen Parkway, Suite 250  
Houston, TX 77019-1800

**\*FOR ASSISTANCE:** Please contact Grants staff at (713) 527-9330 or [Grants@haatx.com](mailto:Grants@haatx.com)

**\*LATE FINAL REPORTS:** Grantees who fail to file the required report within 45 days of deadline automatically forfeit final payment and jeopardize future awards.

\_\_\_\_\_  
Signature of Executive Director or Equivalent

*Print name for signature.*

\_\_\_\_\_  
Date

Phone:

Print Name:

Title:

\_\_\_\_\_  
Email: