

# INDIVIDUAL ARTIST GRANT – FY2016 FINAL REPORT

*A complete and accurate Final Report form with the supporting financial and project documentation is required to receive final payment of your award. Final payment will be issued once the Houston Arts Alliance has accepted the final report.*

## GENERAL INSTRUCTIONS

1. **FINAL REPORT DEADLINE:** No later than 45 days after completion of project.  
All Final Reports must be submitted no later than **June 30, 2017.**
2. **SAVE THIS DOCUMENT TO YOUR COMPUTER AND REVIEW THE FOLLOWING INSTRUCTIONS.**
3. **PLEASE TYPE THE FINAL REPORT: DO NOT BIND THE REPORT OR ANY OF THE ATTACHMENTS.** Handwritten reports are illegible. Once completed, print out document and place in front of the financial documentation (or signed invoice).
4. **LATE FINAL REPORTS:** Grantees who fail to file the required report within 45 days of deadline automatically forfeit final payment and jeopardize future awards.
5. **YOU CAN MAIL AND/ OR DELIVER THE ITEMS TO:**  
**Attn: FY16 IAG Final Report**  
**Houston Arts Alliance**  
**Grants Department**  
3201 Allen Parkway, Suite 250  
Houston, TX 77019-1800
6. **FOR ASSISTANCE:** Please contact Grants Staff at (713) 527-9330 or contact the Grants Department at Grants@haatx.com.

## REQUIRED ATTACHMENTS

**REQUIRED ATTACHMENTS:** Enclose only enough materials to document compliance with the contract.

*Note: Your materials will NOT be returned.*

1. **FINANCIAL DOCUMENTATION:** *You can submit your grant expenses in ONE of the following 2 ways:*
  - a. You can submit a signed invoice for your total grant amount (artist fee x hours worked to equal grant award).
  - b. Two forms of documentation listed in Section H (receipts + accompanying cancelled checks , invoices or credit statements). Accompanying receipts should be arranged to match the listing in Section H.  
Example:
    1. Invoice for a subcontracting Artist, venue location or vendor
    2. Cancelled check from your account as proof of payment (OR) bank statement showing payment debited.
2. **PUBLICITY/COLLATERAL MATERIALS:**  
Include no more than 3 examples of marketing/ publicity with the HAA credit line; they can be reviews, articles, announcements, press releases, flyers or other materials specific to the activities or project. Please mark or highlight the HAA credit line. Examples can be found at: <http://www.houstonartsalliance.com/news/haa-logo-usage-guidelines/>

**CHECKLIST** *(Please review and check off the following completed items.)*

- Final Report Form**
  - Final Report: Narrative Summaries** (Must submit a short summary on each of areas below) See Section F.
    - a.  **Project Summary**
    - b.  **Hotel Occupancy Tax Usage**
    - c.  **Marketing**
- Financial Documentation** (receipts + canceled checks **OR** invoices + credit statements)
- Publicity/Collateral Materials** ( up to 3 examples of actual marketing of event/project)
- Programming Location Report:** Please list locations for all activities paid for by IAG grant and submit digitally along with final report to [grants@haatx.com](mailto:grants@haatx.com). Link to report: <http://houstonartsalliance.com/grants/individuals/>

**A GRANTEE INFORMATION – PLEASE TYPE**

Grant Number:      FY 16 -                      - IAG *(listed on your original contract)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City/ State/Zip \_\_\_\_\_ Alt Phone: \_\_\_\_\_

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

Is this New or Updated information?     Yes                       Information is not new.

**B CERTIFICATION**

*The undersigned has read the grant agreement between the Houston Arts Alliance and the grantee and assures compliance with those terms. Grantee certifies that it has utilized Hotel Occupancy Tax funds consistent with the requirements of Texas Tax Code §351.101. In addition, the undersigned certifies the information contained in this report to be true and correct to the best of his/her knowledge.*

Date: \_\_\_\_\_

**AUTHORIZING OFFICIAL SIGNATURE** *(Print name for signature)*

Title: Artist

**C GENERAL DEMOGRAPHICS: Please provide the following demographic information on the audiences and artists that were involved in the programs/activities offered by the grantee during the grant period. Numbers from your public service activity.**

**Geographic/Audience Information**—Please check all that apply. Grantees can verify district and precinct information through the following links: <http://www.houstontx.gov/council/Who-is-My-Council-Member> or <http://mycity.houstontx.gov/public/>

1) City Council Event was located:  A  B  C  D  E  F  G  H  I  J  K

1) City Council Districts Served:  A  B  C  D  E  F  G  H  I  J  K

2) County Precincts Served:  1  2  3  4  5  6  7  8

3) Audience Served—Check the geographic area(s) served most by the grantee during the grant term:

Inner loop neighborhood/urban  Suburban  Both

4) Total number of persons served directly: \_\_\_\_ *If part of major festival or other city-wide attraction, please use reasonable estimate of actual audience.*

5) If carried on TV or radio, estimate number reached: \_\_\_\_ *(Do not include this figure in C-3 or C-4)*

**D AUDIENCE DEMOGRAPHICS: Breakdown of People Served (Audience)—Please provide an estimate of the cultural/ethnic characteristics of the total number of audience and program participants for the grant period.**

1) **Race/Ethnicity** Audience Numbers

African American	
Asian American	
Caucasian	
Latino / Hispanic	
Native American	
Multi-Racial	
<b>TOTAL</b>	

*(This number should be the same as item C-4 above.)*

2) **Age Groups** Audience Numbers

Youth Under 18	
Adults (18-64)	
Seniors (65 and over)	
<b>TOTAL</b>	

*(This number should be the same as item C-4 above.)*

3) **Other** Audience Numbers

People with Disabilities	
Tourists and visitors (all ages)	

*(A tourist or visitor is defined as one from 50 miles outside of Houston. These two items do NOT need to equal item C-4 above)*

**E ARTIST DEMOGRAPHICS: Breakdown of Artists, Performers or Cultural Experts involved in programs. Please provide the number of artists and performers who participated in the project during the grant period. Cultural Experts are defined as: (non-artistic personnel such as scholars, lecturers, guest curators, conservators, etc.)**

1) Total number of Artists, Performers and Cultural Experts: \_\_\_\_

2) **Race/Ethnicity** Artists/Cultural Experts:

African American	
Asian American/Pacific Islander	
Caucasian	
Latino/Hispanic	
Native American	
Multi-Racial	
<b>TOTAL</b>	

3) **Age Groups** Artists/Cultural Experts:

Youth Under 18	
Adults (18-64)	
Seniors (65 and over)	
<b>TOTAL</b>	

*(This number should be the same as item E-2 above.)*

4) **Other** Artists/Cultural Experts:

People with disabilities	
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*(This item does NOT need to equal item E-2 above.)*

**F** **NARRATIVE SECTION:** *Please address questions 1-3 below and submit your answers on a 1-2 page Word document and attach it to the back of this sheet.*

- 1. SUMMARIZE YOUR IAG AWARD:** Indicate whether the actual scope of work changed from that which was approved in the original contract or any submitted revisions and why. Evaluate the strengths and weaknesses of the project.
  
- 2. HOTEL OCCUPANCY TAX USAGE:** Please list the specific ways that the artist/artist team met the requirements of the Hotel Occupancy Tax to promote tourism and the convention and hotel industry. Please state: (a) Where in the City of Houston did performances or events take place? (b) Who was the primary audience? (c) Was the event openly advertised? (d) How were the events advertised or promoted to those outside the City of Houston or to visitors to the City? (e) How did the artist/artist team measure tourist participation?
  
- 3. MARKETING/PR:** Please list the specific ways that the artist/artist team publicized the event(s) as open to the public (whether the events are free or not). For example, if you advertised in print or on broadcast media, please list the specific publications or broadcast outlets. If the artist/artist team advertised through flyers, please describe the locations or types of places where flyers are placed.

**G** **FINANCIAL INFORMATION:** *Break your budget down into the following categories (please do not change categories). Show actual CASH expenses and full grant amount as though final reimbursement has been made. Do not include in-kind expenses or in-kind revenue.*

<u>EXPENSES</u>	<u>Actual Cash Expenses</u>
1. Artist Fees	
2. Technical/Production Fees	
3. Other Professional Fees for:	
_____	
4.	
_____	
5. Space Rental	
6. Supplies and Materials	
7. <i>Local Travel</i>	
8. <i>Equipment Rental</i>	
9. <i>Shipping</i>	
10. <i>Exhibition Rental Fees</i>	
11. <i>Marketing and Promotion</i>	
12. <i>Postage</i>	
13. <i>Printing</i>	
14. <i>Insurance</i>	
15. Other Expenses:	
16.	
_____	
17.	
_____	
18.	
_____	
19.	
_____	
20.	
<b>TOTAL CASH EXPENSES (lines 1 to 20)</b>	

**REVENUE**

- 21. HAA Grant Amount
- 22. Artist CASH
- 23. Individual Contributions
- 24. Admissions
- 25. Corporate Contributions
- 26. Foundation Contributions
- 27. Other Public Support

**Actual Cash Revenue**

**TOTAL CASH REVENUE (lines 21 to 27)**

**H**

**FINANCIAL DOCUMENTATION:** *Please detail how Houston Arts Alliance funds were spent for your grant period (4/1/16 – 6/30/17). You may submit a signed invoice with artist fee x hours worked in lieu of the form below or label and attach supporting documentation (contracts, invoices, deposit records AND cancelled checks) in the same order as described below. (Add additional pages as needed, but please use the same column format & headings.)*

Description of Invoice/Receipt/Contract	Check # or Charge Type	Amount
<b>EX: Receipt for Art Supplies</b>	<b>2311</b>	<b>\$200.00</b>
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		
i.		
j.		
k.		
l.		
m.		
n.		
o.		
p.		
q.		
r.		
s.		
t.		
u.		
v.		
w.		
	<b>TOTAL:</b>	