

TOURING & NEIGHBORHOOD ARTS PROGRAM

Final Report Instructions

Please email completed report to Grants@haatx.com
 Include in the email subject: FY16 TNAP Final Report Submission
 (Or) deliver to Houston Arts Alliance Offices, Attn: Grants Department

FINAL REPORT DUE:	No later than 45 days after completion of the project.
GRANT TERM:	Fiscal Year 16 (March 1, 2016 – June 30, 2016) *Report due no later than August 15, 2016

REQUIRED FINAL REPORT DOCUMENTATION

	COMPLETE FINAL REPORT FORM: Please type and include in this report <i>only</i> those activities funded through the Touring & Neighborhood Arts Program (TNAP) grant, which must have been completed within the specified term for the grant (according to your Agreement).
	FINANCIAL DOCUMENTATION: A detailed accounting of how grant funds were spent, together with copies of receipts or invoices and cancelled checks documenting expenses; other detailed documentation verifying the cash match.
	MATCHING CASH FUNDS: TNAP grants require matching funds as outlined in the Grant Agreement. Matching funds requirements included copies of receipts or invoices and cancelled checks documenting matching expense.
	PROGRAMMING LOCATION REPORT: Please list all activity locations funded through TNAP grant and submit digitally to grants@haatx.com . Link to report: http://houstonartsalliance.com/grants/organizations/tnap/
	PROJECT DOCUMENTATION: 3-5 samples of varied announcements, news releases, flyers, and other materials specific to the activities or project; publicity or printed materials documenting the HAA logo/credit line.

***If your Final Report is not organized, incomplete or lacks required support items such as proof of payment to vendors; the report and materials **will be returned to you** requesting corrections and will delay your final payment.*

Houston Arts Alliance
 Grants Department
 3201 Allen Parkway, Suite 250 • Houston, TX 77019
 Phone 713.527.9330 • Fax 713.630.5210 • Website: www.houstonartsalliance.com

Grant Number: FY16 - - TNAP

Grant Period: **March 1, 2016 – June 30, 2016**

A	GRANTEE ORGANIZATION INFORMATION
Organization Name:	<input style="width: 80%;" type="text"/>
Address:	<input style="width: 80%;" type="text"/>
City/State/Zip:	<input style="width: 55%;" type="text"/> Alt Phone: <input style="width: 30%;" type="text"/>
Org Phone:	<input style="width: 55%;" type="text"/> Fax: <input style="width: 30%;" type="text"/>
Contact Person:	<input style="width: 80%;" type="text"/>
Contact Person Title:	<input style="width: 80%;" type="text"/>
Organization 's Website:	<input style="width: 80%;" type="text"/>
Contact Email:	<input style="width: 80%;" type="text"/>
If there is <u>New</u> or <u>Updated</u> information in Section A, please check here: <input type="checkbox"/>	

B	CERTIFICATION
<i>The undersigned has read the grant agreement between the Houston Arts Alliance and the grantee and assures compliance with those terms. In addition, the undersigned certifies the information contained in this report to be true and correct to the best of his/her knowledge.</i>	
	Date: <input style="width: 30%;" type="text"/>
Authorizing Official Signature (Print Name for signature)	Title: <input style="width: 30%;" type="text"/>

C	DEMOGRAPHICS: Please note that all questions in this section need to have an answer.
County Precincts Served: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
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.	
(A). Race/Ethnicity	Audience Numbers
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>
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<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>
<i>This number should be the same as item B</i>	
(B). Age Groups	Audience Numbers
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>
<i>This number should be the same as item A.</i>	
(C). Other	Audience Numbers
<input style="width: 90%;" type="text"/>	<input style="width: 10%;" type="text"/>

D PERSONNEL INFORMATION

Full-time paid personnel: _____

Artists/Cultural Experts who received a fee: _____

Part-time paid personnel: _____

Artists/Cultural Experts who volunteered their time of work: _____

Non-Artist volunteers: _____

E ACTIVITY INFORMATION:

Please complete the Programming Location Report and submit electronically with your final report.

Total number of activities that took place.

Please breakdown the number of activities into the appropriate categories below:

Conferences: _____

Lecture/Demonstrations: _____

Exhibitions: _____

Master Classes: _____

Festivals: _____

Seminars/Workshops: _____

Publications: _____

Commissions (Original Work): _____

Open rehearsals: _____

Other: _____

Performances: _____

Other: _____

F PROJECT FINANCIAL REPORT

A. CASH Expenses	Application Expenses <small>This info comes from your original application</small>	Actual (Paid with HAA Grant) Expenses	Actual (Paid with Other funds) Expenses	Actual Total CASH Expenses
1. Artistic Fees				
2. Materials & Supplies				
3. Other (please list below)				
Total CASH Expenses				

B. CASH Revenue	Application Revenue <small>This info comes from your original application</small>	Actual (HAA Grant)	Actual (Other Revenue)	Actual Total CASH Revenues
1. Earned Revenue (Ticket Sales, Admissions, Etc.)				
2. Contributed Revenue (List Below)				
3. HAA Touring/ Presenting Grant				
Total CASH Revenue				

G**NARRATIVE SECTION (Use no more than 1 additional page, if needed)**

1. Briefly summarize the outcomes for the project? Were there any unexpected outcomes?

2. Were there any changes to project as proposed in application or revision and why? Include changes in expenses or income proposed. Or select the following check box: NO CHANGES.

3. How did this grant benefit your organization and how did you make your project accessible to all people within your community, especially those who are traditionally underserved?

4. Describe any anecdotal information and/or human interest stories that have occurred as a result of this grant.

