

Final Report Instructions

Arts Learning Grant Program

Grantees must complete the final report using COA's on-line e-granting portal accessible at <https://coa.fluidreview.com/>. Grantees must create an account, or if an account already exists then sign in using your email and password.

If you are a returning user: Log in. Select "View My Submissions". Scroll down and click "Create New Submission". Select "**FINAL REPORT: FY19 Arts Learning**" from the drop-down menu. Enter name of grantee. Click "Get Started".

If you are a new user: Create account by clicking "Sign up". Complete registration page. When on the registration page, be sure to select the category "**FINAL REPORT: FY19 Arts Learning**" from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click "Create a New Submission. Select "**FINAL REPORT: FY19 Arts Learning**" from the drop-down menu. Enter name of grantee. Click "Get Started".

Task #1: Fill out Final Report Form:

General Information:

1. Grant # (*found on Page 1 of grant contract*)
2. Grant Type (Arts Learning -Access, -Connection/Correlation, -Integration)
3. Grant Amount
4. Grantee Information (Name, address, website, telephone)
5. Primary Contact Person (Name, Title, Phone, Email)

Fiscal Information:

1. Total Project Budget (*includes your grant request, required cash match and value of in-kind contributions, and any other funds you will apply to this project; this amount must correspond to your budget expense sheet*)
2. COA Grant award amount
3. 3. Total COA funds expended
4. 4. Total Actual Project Expenses

5. If applicable, please provide a brief explanation of any inconsistency greater than a 15% difference between the proposed budget you submitted with your application and actual project expenses and income.

Project Information:

1. Project Start & End Date
2. Location(s) where the project took place.
3. Project Summary -Please provide a brief summary of your project *(up to 70 words)*
4. Using demographics to do so, describe the main beneficiaries of your project? Who/how many did it serve? *(up to 50 words)*
5. Was your project accessible for persons with disabilities? Explain *(up to 50 words)*
6. Did your project address an underserved population? If so define that population using demographics to do so, and tell how you served them. *(up to 50 words)*

Project Success:

Overall:

1. How did this project help to advance arts learning in your defined community? Who is better off? How? Why? And how do you know? *(up to 100 words)*

Specifics:

2. What outcome(s) did you hope to achieve through this grant? *(up to 100 words)*
 - a. On a scale of 1-5 with 1 being “we missed the boat” and 5 being “slam dunk” please tell us how successful you were in achieving each.
 - b. What did you observe, notice, hear, see, etc. that leads you to score in this way. *(up to 70 words)*
 - c. What measureable evidence did you collect to support your score? *(up to 50 words)*
 - d. Were there any surprises? Explain. *(up to 50 words)*
 - e. Please provide an anecdotal comment/observation/quote, etc. to support your score.

Additional Information:

Overall, how did this funding support your work? *(up to 50 words)*

How did you credit COA and NEA for funding this project? *(up to 50 words)*

What would next steps or follow-up to this project be for you? *(up to 50 words)*

Task #2: Upload Final Budget

Task #3: National Standard for Arts Information Exchange Data Form

The information provided on the National Standards Data Form, which is a fillable PDF, is used by the National Endowment for the Arts to document grant-making activities of state arts agencies, including the Connecticut Office of the Arts.

Due to different versions of Adobe, we often receive blank forms. Therefore, we strongly recommend that you complete the PDF form, print, scan and then upload. OR, you may use the Word version available at <https://portal.ct.gov/DECD/Content/Arts-Culture/Manage-Your-Award/Final-Reports>

Task #4: Submit Final Report

Many grantees get to this part but do not complete the final step to submit. Grantees MUST click the "Submit" tab. You will receive an email confirmation if you have successfully submitted the final report.