Final Report Instructions

This document was created to assist with the electronic filing of a final report.

_____

If you are a new user to Fluidreview: Create an account by clicking "sign-up". Complete registration page. When on the registration page, be sure to select the category **"(OPEN) FINAL REPORT: General Operating Support"** from drop down menu. You will receive a confirmation mail from FluidReview. Once in FluidReview, click "Create New Submission".

If you are a returning FluidReview user:

Log into your FluidReview account at: **https://coa.fluidreview.com/**

- Click on "View My Submissions"
- Click on "Create New Submission"
- In the "category" box drop down menu, choose: **"(OPEN) FINAL REPORT: General Operating Support"**
- In the box "Enter the name of the Grantee", type grantee name
- Click on "Get started"

_____

Task #1: Fill out Final Report Form:

1. Name of Grantee
2. Grantee's DUNS number
3. Organization's Fiscal Year – Start & End Date
4. Indicate the grant program for which you are submitting a final report.
5. Grant Amount
6. *Grant Number (found on Page 1 of grant contract)*
7. Grant Funding Period *(found on Page 1 of grant contract)*
8. Contact Information
    a. Contact Person
    b. Contact Telephone
    c. Contact Email
9. Financial Report: Indicate the amount of grant funds spent in the following expense categories.
    - Executive Director/CEO salary
    - Salaries – Administrative staff
    - Salaries – Programmatic/Artistic staff

- Salaries – Technical/Production staff
- Salaries – Other, identify with amount
- Employee Benefits
- Payroll taxes
- Bonuses
- Other personnel expenses, identify with amount
- Outside contracted services (accounting, administration, etc.)
- Space Rental / Lease / Occupancy costs
- Marketing/Publicity/Advertising
- Supplies & Materials
- Telecommunications
- Postage & Shipping
- Travel & Meetings
- Utilities
- Capital Expenditures
- Invested in endowment
- Funds put into savings
- Other, identify with amount
- TOTAL - *Remember: The TOTAL must equal grant award.*

10. *Optional*: Grantee may share additional information regarding the use of grant funds.
11. Narrative: How has the organization benefited from this funding?
12. Credit: How was DECD/COA credited for its support? *Optional* – Grantees may include live links to supporting documentation.
13. *Optional*: Is there anything else you would like to share regarding your grant?
14. *Optional:* In a separate email, send a comment/quote regarding the arts in general, the importance of state funding, a comment made by a student/artist/audience member, etc., along with a photo and the organization's logo for COA to use for marketing purposes on social media channels, monthly newsletter, etc. Send to Rhonda Olisky at rhonda.olisky@ct.gov with a subject line "Final Report: Marketing Materials".

Connecticut Office of the Arts
450 Columbus Boulevard, Suite 5 | Hartford, CT 06103 | www.ct.gov/arts
An Affirmative Action/Equal Opportunity Employer An Equal Opportunity Lender

15. Certification: Under penalties of perjury, I declare that I have examined the information contained in this report and to the best of my knowledge and belief, it is true, correct and complete.

Task #2: Upload the 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 #3: 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.