

Arts Workforce Initiative

Final Report for Host Organizations

The Final Report for an AWI Host organization must be completed on-line at:
<https://www.surveymonkey.com/r/AWIFinalReport>.

You must be prepared to complete the final report in its entirety and on the same device. Users are unable to save and return at a later time. Grantees are encouraged to review the questions (below) and prepare responses in a WORD document. When you are ready to complete the final report, simply copy and paste your responses into the appropriate sections.

1. Enter Host Organization Contact Information
 - Name and Title of Contact Person
 - Organization /Company Name
 - Address
 - Email Address
 - Phone Number
2. Grant Contract #
3. Grant Amount
4. Name of your AWI intern(s)
5. Indicate the category(ies) that describes the professional opportunity that your organization provided. Check all that apply:
 - Arts Administration
 - Arts Presenting/Curating
 - Performing Arts
 - Literary Arts
 - Visual Arts
 - Art Education
 - Media Arts
 - Other
6. Job Description(s): Provide a description of the assignments/projects that your AWI intern was responsible for. Explain any variances from the original job description provided to the CT Office of the Arts. If you had more than one AWI intern, compile all information in one document as only one upload is allowed.
7. Did the intern(s) complete the required 250 hours? If you answer no, explain why and indicate the amount of grant dollars that remain.
8. Upload a copy of your AWI intern's work schedule and/or timesheet. If you had more than one intern, compile their work schedules and timesheets into one document as only one upload is allowed.

9. Report income and expense figures:

Income

COA Grant

Applicant Cash, if applicable

Total Cash Income

Expenses

AWI wages paid

Administrative

Supplies

Other

Total Expenses

10. *Optional*: Upload supplemental documentation about your AWI intern and their experience with your organization, such as an image of a completed project or a link to a video and/or audio file of the AWI intern “in action”. Compile into one document for only one upload is allowed.

11. Certification: By checking yes on this certification box, you are indicating that:

- All of the information contained in this final report and all additional attachments are true and correct to the best of your knowledge and that all expenditures were incurred solely for the purpose of the grant; and
- Your organization will maintain all information pertaining to this grant for a period of no less than 3 years and, if requested, will make this information available for a state and/or federal audit.