

2019-2020 Catalyst Project Support Grant

ArtsKC - Regional Arts Council

CATALYST PROJECT FINAL REPORT FORM

Deadline: Please file by **September 15, 2020 at 11:45 PM**, or within 60 days of the end of your funded project, whichever is earlier.

Project Name*

Please enter your organization's name, and the name of the project, followed by the phrase, "Project Support."

Character Limit: 100

Question Group

Project Description*

Briefly describe the activities, programs or performances funded by Catalyst support, including dates and locations, if applicable. If your organization's project has changed from what was originally proposed, please explain why, and how the project evolved.

Character Limit: 2500

Artistic Quality*

How did your organization assess the artistic quality of the funded programs and activities? You may upload copies of reviews or audience responses if you wish in the attachment section.

Character Limit: 1500

Number of Individuals Served*

Provide details about the total number of paid and unpaid admissions or participants. If you have any details about the demographics of the people served by your project, such as age ranges, gender, ethnicity, or geography, please include it.

Character Limit: 1000

Project Location*

In which county or counties did the primary activities of this project take place? (multiple selections permitted)

Choices

- Clay County, MO
- Jackson County, MO
- Platte County, MO
- Johnson County, KS
- Wyandotte County, KS
- none of the above

Outreach Efforts*

Were there any special outreach efforts to reach new or underserved audiences or participants for this activity or these programs? If so, please describe these efforts, whether or not you were able to measure the results, and whether or not you consider them to be successful.

Character Limit: 1500

ArtsKC Funding Impact*

Please describe the impact of receiving Catalyst funding on your organization and your audiences or program participants. Stories or quotes from your audience members are welcome. Your answers may be used in helping to promote the ArtsKC Fund in future campaigns.

Character Limit: 1500

Budget Changes*

This part of the report is an area to add an explanation or description regarding the budget document you will upload next. Were there any significant changes from your original proposal and budget? If so, please explain.

Character Limit: 1500

Attachments

Income and Expense Report*

Provide a listing of expenses and revenues for the project. It can be as simple or complicated as required.

The ideal format for financial reporting is a document that uses three columns that include your budget figures, your actual results, and then the variances between the first two columns. The document should be in Word, Excel or PDF format and uploaded using the button below.

File Size Limit: 2 MB

Using the next set of buttons, please submit any available images or audio/video documentation from your organization and its activities.

Please include high-quality images that are not blurry or pixelated. Ideally, include images that show your programs and services in action, your constituents, and the unique activities of your organization. Please remember to include any information needed for required photo credits about the performers, photographers, etc. **By uploading images below, you indicate that they are pre-approved for use by ArtsKC in promoting Grantmaking and other ArtsKC programs.**

You may upload any combination of the following:

Photos of the art experience or participants

Press articles

Publicity materials

Links to audio / video documentation online such as vimeo, youtube (provide the link in the description).

Screenshots from social media or other, more ephemeral communication platforms.

File types: pdf, jpg, jpeg, gif, png, doc, docx, xls, xlsx, txt, csv

Documentation 1*

Character Limit: 500 | File Size Limit: 3 MB

Documentation 2*

Character Limit: 500 | File Size Limit: 3 MB

Documentation 3

Character Limit: 500 | File Size Limit: 3 MB

Documentation 4

Character Limit: 500 | File Size Limit: 3 MB

Documentation 5

Character Limit: 500 | File Size Limit: 2 MB

ArtsKC Recognition

According to your grant agreement, you are required to publicly credit ArtsKC by name and/or with the ArtsKC Supported logo. This can be on promotional materials, social media posts, or any other documentable print, in-person, or digital form.

Using the next three buttons below, upload programs, advertising, brochures or other materials in which your organization acknowledged support from ArtsKC. If using a social media post, please provide a screenshot, rather than a link.

ArtsKC Recognition 1*

File Size Limit: 3 MB

ArtsKC Recognition 2

File Size Limit: 3 MB

ArtsKC Recognition 3

File Size Limit: 3 MB

This is the end of your Final Report. Please save and submit it.

Final Reports may require up to two weeks to review. Upon review, the grants manager may contact you to ask for clarifications, further documentation, or other adjustments that are necessary to fulfill the grant agreement before the Final Report can be accepted.

When your Final Report is accepted, your second grant payment may require up to two weeks for processing.

Congratulations again on your Catalyst Project Grant. We are very proud to support you and your art.