

**D.C. COMMISSION ON THE ARTS AND HUMANITIES
FINAL NARRATIVE REPORT FORM (804)**

FISCAL YEAR _____

MAIL TO:

200 I (EYE) Street, SE
Suite 1400
Washington, DC 20003

NOTE: All grantees are required to submit a Final Narrative Report upon the completion of the grant period as indicated in your grant award letter, unless otherwise stipulated.

Grantees should refer to the budget (original or revised) submitted with the original grant award package.

Grantee Name

Grant Award Number

\$ _____
Grant Amount

Grant Period

Contact Person (Organizations Only)

Title (If Applicable)

Street Address

_____, WDC _____
ZIP Code

E-mail

Ward #

Telephone (Include Extension)

Project Descriptors

Project Descriptors: Check off one or more of the following “descriptors” if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: _____
 International: _____
 Presenting/Touring: _____
 Technology _____
 Youth at Risk: _____

Arts Education

Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

FINAL FINANCIAL REPORT FORM (805)

INSTRUCTIONS BUDGET AND EXPENDITURE REPORT

INSTRUCTIONS: At the end of the grant period, grantees are required to submit the Final Financial Report Form (805), accompanied by the appropriate supporting documentation (i.e., cancelled checks with corresponding invoices and/or official paid receipts).

- You must document expenditures for 100% of the grant amount.
- If the grant requires a match, you must also document expenditures for 100% of the match amount.
- Please do not document expenditures that exceed the total grant and match amount.
- Please complete Program Budget (B). Refer to the original budget submitted with your grant application to complete the Program Budget Section. If the Commission has approved funding for a lesser amount, please revise the budget accordingly so it is in order with the amount recommended for grant funding.
- Please complete Program Costs (C). Enter the actual expenses incurred during the grant period. Organize, label and attach documentation (such as copies of canceled checks, official receipts, etc.). Canceled checks must be photocopied on both sides.
- If expenses include artistic fees to yourself, please submit a notarized statement for the amount or copies of cancelled checks written to your self.
- Note that in-kind contributions cannot be used as part of the matching share.
- Please complete Cash (D). Indicate the application of funds other than the Commission grant toward expenses incurred during the grant period.

**D.C. COMMISSION ON THE ARTS AND HUMANITIES
FINAL FINANCIAL REPORT FORM (805)**

Name of Grantee (Organization or Individual)

Grant Award Number

_____, WDC _____
Street Address ZIP code

Ward#

Telephone Number (Day)

Email

Grant Amount \$ _____ Grant Period _____ to _____

NOTE: ENTRIES IN COLUMNS C & D REQUIRE SUPPORTING DOCUMENTATION SUCH AS PAID INVOICES, RECEIPTS, CANCELLED CHECKS, ETC.

BUDGET AND EXPENDITURE REPORT			
Itemized Expenses	(B) Program Budget (Previously Submitted)	(C) Program Costs	(D) Matching Amount (If Required)
Personnel:			
Administrative			
Artistic			
Technical/Production			
Outside Fees and Services			
Artistic			
Other			
Space Rental			
Travel			
Marketing (Promotion)			
TOTAL			

Signature: _____
Signature of Authorizing Official (for Grantee Organization)

Date

OR
Signature of Individual Grantee

D.C. COMMISSION ON THE ARTS AND HUMANITIES
STATISTICAL INFORMATION: FINAL

GRANTEE: _____ DATE: _____

GRANT NUMBER: _____ GRANT AMOUNT: \$ _____

To assist the D.C. Commission on the Arts and Humanities gather statistical information, please provide the information below to the best of your ability.

Please do not count an individual more than once in your projected figures.

Be as specific as possible in the amount served through the funded activity. Use a number to determine the quantity served. Do not use terms like “city wide.”

Number of Individuals/Audience benefiting from Activity (***Do not include youth***) _____

Number of Youth benefiting from activity _____

Number of artists involved in activity _____

Number Schools benefiting from activity _____

List the names of the schools benefiting _____

What measures were used to determine how many benefited? (Please be specific).

Number of showcases, presentation or cultural opportunities offered via funded activity _____

Signature: _____

Authorizing Official Signature (of Grantee Organization)

_____ Date

OR

Individual Grantee Signature