

(This is not the actual FINAL REPORT; use this to walk you through the process**)**

This **FINAL REPORT GUIDE** walks you through the Final Report, providing instructions and details on the questions you will answer. This document cannot be submitted as a Final Report. Your Final Report is available online at <https://sdac.gosmart.org>.

WHAT WILL I NEED?

The following information is required to submit your Final Report:

- A. **Grant Outcomes:** Report actual audience numbers and demographics (in-person event/activities) based on paid/free admissions or seats filled.
- B. **Activity Locations:** Provide information about the location(s) at which the work supported by your grant took place ***if those activities occurred at a location other than the Applicant Address***. When reporting Activity Locations, agencies may provide either street address or latitude/longitude coordinates. Please include the street address, city, state, zip code for all locations.
- C. **Financial Report – Expense:** Report on the expenses paid, directly related to the work supported by your grant, listing all related expenses and the dollar amount paid per category of expense.
- D. **Financial Report – Income:** Report on all income directly related to the work supported by your grant, listing all related income and the dollar amount per category of income.
- E. **Grant/Project Outcomes:** Identify and explain the outcomes/results to the work supported by your grant. Your candid answers will help the Arts Council evaluate its overall grant programs and will not influence your future grant
- F. **Grantee Assurances:** Attest that the information provided is accurate and complete.

WHAT IF I NEED FURTHER HELP?

If you have questions, contact the South Dakota Arts Council (605-773-5925). Staff is on-hand to assist grantees during business hours, 8:00 a.m. - 5:00 p.m. Central, Monday through Friday.

HOW DO I REQUEST MY FINAL PAYMENT?

After you complete and submit your FINAL REPORT, submit the Request for Payment form [\[linked here\]](#). Requests may be made as needed to complete your activity, but they must fall within your grant period (July 1, 2023 – June 30, 2024).

A. GRANT OUTCOMES

Report actual audience numbers and demographics (in-person event/activities) based on paid/free admissions or seats filled. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

For the "Populations Benefited by Race" question, please select the group listed that made up more than 25% of the population directly benefited from the award during the period of support.

The National Endowment for the Arts (NEA) requires the South Dakota Arts Council to collect specific information from all grant applicants. The NEA Questions Guide includes an itemized description of terms and definitions to aid applicants in their response to specific information requested and/or questions provided, online at https://artscouncil.sd.gov/grants/Projected_Outcomes_Guide.pdf.

NOTE – Actual Adults/Youth and Populations Benefitting:

- Report total numbers, do not use a range.
- Report in-person events/activities **ONLY**. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers and avoid double-counting repeat attendees.
- Total numbers and population types are for activities directly related to the work supported by your grant (occurring during the grant year July 1, 2023 – June 30, 2024).
- **Do not include activities that happened online.**
- **Do not count** individuals primarily reached through TV radio or cable broadcast, the Internet, or other media.

***Type of Activity** Select... *(Use NEA Questions Guide)*

***Project Discipline** Select... *(Use NEA Questions Guide)*

***% of Arts Education** Select... *(Use NEA Questions Guide)*

*** NEA Primary Strategic Outcome** Select... *(Use NEA Questions Guide)*

*** Actual Adults Engaged In Person** *(See NOTE)*

*** Actual Artists Directly Involved** *(See NOTE)*

Actual Youth (under age 18) Engaged *(See NOTE)*

*** Populations Benefited by Race** Select... *(Use NEA Questions Guide)*

*** Populations Benefited By Age** Select... *(Use NEA Questions Guide)*

*** Populations Benefited By Distinct Groups** Select... *(Use NEA Questions Guide)*

*** Amount Spent** *Must equal the "Awarded Amount" listed.*

B. ACTIVITY LOCATIONS

Provide information about the location(s) at which the work supported by your grant took place ***if those activities occurred at a location other than the Applicant Address***. When reporting Activity Locations, agencies may provide either street address or latitude/longitude coordinates. Please include the street address, city, state, zip code for all locations.

Notes:

- Do not include the name of the venue in Venue Street Address
- Latitude and Longitude can be provided in lieu of Venue Address, City, State & Zip
- The four fields of Venue street address, Venue city, Venue state, Venue Zip can be provided in lieu of Latitude and Longitude

***Venue Name** *Enter in space provided.*

Do not include Venue Name in the Venue Address.

Venue Address *Do not include Venue Name in the Venue Address.*

(Latitude and Longitude can be provided in lieu of Venue Address, City, State & Zip)
Street address or Rural Route Number of applicant. Provide mailing address only if street address is not currently being collected. For venues based at an individual's home address, do not include street address or city; skip to Venue State.

Venue Address line 2 *Enter in space provided.*

***Venue City** *25 characters max*

City where the venue is located.

*** Venue State** *2 characters maximum (enter SD)*

State where the venue is located.

*** Venue Zip Code** *5 characters maximum*

ZIP Code for address of the venue. Leave this field blank if the venue is outside the United States.

*** Venue Latitude** *5 decimal places maximum*

(Venue address can be provided in lieu of Latitude and Longitude) Geographic coordinate for the latitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD).

*** Venue Longitude** *5 decimal places maximum*

(Venue address can be provided in lieu of Latitude and Longitude) Geographic coordinate for the longitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD).

***Number of days on which activities occurred** *3 digits maximum*

C. FINANCIAL REPORT – EXPENSE

Report on the expenses paid, directly related to the work supported by your grant, listing all related expenses and the dollar amount paid per category of expense.

- All submitted expenses must be related to the grant proposal and take place within the defined grant period (July 1, 2023 – June 30, 2024).
- Include the number of people paid for any expenses listed under "A. Personnel."
- Include a brief description for all items listed under "E. Remaining Operating Expenses."
- **Your budget must be balanced (total expenses must at least equal total income).**
- All grant funds MUST be matched at least dollar for dollar (i.e. \$5000 grant must show \$10,000 in cash expenses).
- In-kind contributions are NOT ELIGIBLE as a cash match to SDAC grant funds; however, they may be included in your overall project budget and are encouraged.

INDIRECT COSTS NOTICE – **Applicants with a federally negotiated Indirect Cost Rate Agreement** may want to recover the Indirect Costs (or a portion of them) that are incurred because of implementing and meeting the goals of their proposal. If this is the case, your organization must identify "Overhead and Administrative Costs" as a line item under "E. Remaining Operating Expenses" in the "Budget - Expenses" section of the application. Applicants cannot use "Overhead and Administrative Costs" as part of their match. We ask that applicants calculate actual indirect costs associated with the proposal and do not simply use a percentage of their project budget. Please ensure that you are not "double dipping," i.e., costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Upon reporting, your organization must be able to easily document the discrete, specific expenses that would fit within this line item.

A. Personnel	Cash Expenses	In-Kind Contributions	Number of Personnel (Section A only)
Administrative Staff			
Artistic Staff (see glossary)			
Outside Artistic Fees/Services			
Other Outside Fees and Services			

B. Space Rental	Cash Expenses	In-Kind Contributions
Space Rental		

C. Travel (Mileage, Lodging, Meals)	Cash Expenses	In-Kind Contributions
Mileage (at a rate of 42 cents/mile)		
Lodging		
Meals		
Other		

D. Marketing	Cash Expenses	In-Kind Contributions
Marketing Expenses		

E. Remaining Operating Expenses	Cash Expenses	In-Kind Contributions
(i.e., materials, equipment, supplies, etc.)		

Total Expenses			
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D. FINANCIAL REPORT – INCOME

Report on all income directly related to the work supported by your grant, listing all related income and the dollar amount per category of income. All submitted income must be related to the grant proposal and take place within the defined grant period (July 1, 2023 – June 30, 2024). **Submit ONLY THIS SDAC GRANT amount on line K. SDAC Grant (including the final 10%).**

- Your budget must be balanced (total expenses must equal total income).
- All grant funds MUST be matched at least dollar for dollar (i.e., \$5000 grant must show \$10,000 in cash expenses and income).
- In-kind contributions are NOT ELIGIBLE as a cash match to SDAC grant funds.

INDIRECT COSTS NOTICE – Applicants with a federally negotiated Indirect Cost Rate Agreement may want to recover the Indirect Costs (or a portion of them) that are incurred because of implementing and meeting the goals of their proposal. If this is the case, your organization must identify “Overhead and Administrative Costs” as a line item under “E. Remaining Operating Expenses” in the “Budget - Expenses” section of the application. Applicants cannot use “Overhead and Administrative Costs” as part of their match. We ask that applicants calculate actual indirect costs associated with the proposal and do not simply use a percentage of their project budget. Please ensure that you are not “double dipping,” i.e., costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Upon reporting, your organization must be able to easily document the discrete, specific expenses that would fit within this line item.

Income**F. Admissions****G. Contracted Services****H. Other Earned Income (Please Specify)**

Income**I. Cash Support****Business/Corporate****Foundation****Other/Private****J. Government Support****City/County****Regional/State****Federal (DO NOT include Line K amount)****Other SDAC Grants (DO NOT include Line K amount)****Income*****K. SDAC Grant (including final 10%) [required]****L. Grantee Cash (Remining funds paid by grantee for this activity)****P. Total Income**

E. GRANT/PROJECT OUTCOMES

Your candid answers to the following questions help the Arts Council evaluate its overall grant programs and will not influence your future grants.

***Number of Events** *Limited to 5 characters.*

Report the number of events/activities that took place related to the work supported by your grant.

***Most Important Outcome** Respond in the space provided.

Explain the most important outcome or result you hoped to achieve with your project. *Limited to 2000 characters.*

***Outcome Achieved** Select...

To what extent have you achieved this outcome or result?

***Comment/Explain** Respond in the space provided.

Briefly comment on/explain your ability to achieve this result. *Limited to 1000 characters.*

F. GRANTEE ASSURANCES

Before you submit your evaluation, review the entire evaluation and then print/save a copy of the PDF for your records. Once you submit your evaluation you will not be able to make changes. In adding your (first and last) initials and providing the date of your agreement, you certify that the information provided is accurate and true. Do not mail any portion of the evaluation to the South Dakota Arts Council.

* True and Complete Certification: I certify that the evaluation information is true and complete to the best of my knowledge. I understand and agree that funds granted were only used for the allowable expenses.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

* Authorized Individual Certification: I certify that I am the individual authorized to submit this evaluation.

✓ By checking this box, I agree that I have read, understand, and agree to this statement.

* Initials of authorized individual (applicant) *(first and last initials only)*

* Date of submitted application (serves as date of agreement to above statements) *(MM/DD/YYYY)*

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Final Report Guide

GLOSSARY

Grant Outcomes. The National Endowment for the Arts (NEA) requires the South Dakota Arts Council to collect specific information from all grant applicants. The NEA Questions Guide includes an descriptions of terms and definitions to aid applicants, online at https://artscouncil.sd.gov/grants/NEA_Questions_Guide.pdf.

Number of days on which activities occurred. Number of confirmed dates of specified arts events.

Actual Total Adults Engaged In Person. The total number of adults benefiting and other direct project beneficiaries and participants.

Actual Youth (under age 18) Engaged In Person. The total number of children and youth (including students, participants, and audience members) benefiting directly from the funded project.

Actual Artists Directly Involved. The total number of artists directly involved in providing art or artistic services specifically identified with the project.

Authorized Individual. Person with authority to legally obligate Grantee.

Expenses

A. Personnel

Personnel - Administrative - Employee salaries, wages and benefits for executive and administrative staff, business managers, fundraisers, clerical and supportive personnel such as maintenance and box office personnel.

Personnel - Artistic - Employee salaries, wages and benefits for artists, instructors, artistic directors, etc. specifically identified with this project.

Personnel - Outside Artistic Fees and Services - Payments for services by artists not normally considered employees of applicant.

Personnel - Other Outside Fees and Services - Payments to firms or persons for non-artistic services such as legal, financial, etc.

B. Space Rental - Payments specifically identified with the project for rental of office, theater, gallery and other such spaces.

C. Travel - All costs for travel.

D. Marketing - All costs for marketing/publicity/promotion specifically identified with the project. Include costs of newspaper, radio, TV advertising, printing and mailing of brochures, flyers, etc., for promotion and fundraising.

E. Remaining Operating Expenses - All expenses identified with project and not entered in other categories. Include utilities, insurance, office expenses such as phone, printing, postage; program expenses such as scripts/scores, sets, royalties, equipment rental, shipping and hauling expenses not entered under "Travel," art and workshop supplies; fundraising expenses. Do not include capital expenditures as defined below.

G. In-kind Contributions - The fair market value of non-cash contributions to the project which are provided by the applicant, volunteers or outside parties at no cash cost to applicant. A dollar value should be assigned to in-kind items such as personnel, space rental, travel, marketing and operating expenses directly benefiting and specifically identifiable to the grant project. Volunteer hours may be figured at no less than minimum wage. Professional volunteer hours may be figured as appropriate.

NOTE: Capital Expenditures - Expenses for additions to a collection, such as works of art, artifacts, historic documents, etc., the purchase of which is specifically identified with the project or organization, or other expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, drives, parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the project or organization.

Income

I. Admissions - Revenue derived from sale of admissions, tickets, subscriptions, memberships, etc., for events of project.

J. Contracted Services - Revenue derived from fees earned through sale of services, i.e. sale of workshops to other community organizations.

K. Other - Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, and parking.

L. Cash Support - Cash support by businesses/corporations, foundations, individuals, fundraisers and similar sources.

M. Government Support - Cash support derived from government grants or appropriations given for the project. Do include other South Dakota Arts Council grants such as Artists In Schools & Communities, Technical Assistance, Professional Development, and Excursion grants.

N. SDAC Grant – Full grant amount (including final 10%) from South Dakota Arts Council in support of this activity.

O. Grantee Cash. – Remining funds paid by grantee for this activity.

This document cannot be submitted as your report. Final Report available online at <https://sdac.gosmart.org>.