



# ANNUAL GRANT PROGRAM FINAL REPORT SUBMISSION GUIDELINES

Grantees must submit a final report within 30 days of completing the project in order to receive the remaining 50% of the awarded funding. Small Project Grant recipients may request to receive the fully funded amount at the project commencement, and the decision will be at the discretion of the Arts Board. The report requires a final financial accounting and 2-3 project images. The awardee grants the City of La Crosse Arts Board permission to use the final project images for promotional or other purposes by submitting the final report.

Final reports must be submitted via [La Crosse Arts Board SlideRoom](#)

## **CONTACT**

For all final report questions please contact:

Jacqueline Marcou City of La Crosse Arts Coordinator [marcouj@cityoflacrosse.org](mailto:marcouj@cityoflacrosse.org)

# FINAL REPORT REQUIREMENTS

## SECTION 1 - PROJECT INFORMATION

- 1) Name of the grant recipient
- 2) Email & phone contact
- 3) Grant type (Small Project Grant, Creative Development Grant, or Community Impact Grant)
- 4) Project Title
- 5) Location of Free Performance, Activity, or Exhibit
- 6) Audience Size at Free Performance, Activity, or Exhibit (if applicable)
- 7) Date of Free Performance, Activity, or Exhibit
- 8) Briefly describe how the Arts Board grant helped you or your organization and how the citizens of La Crosse benefited.
- 9) Briefly describe the project, its strengths and weaknesses, and its impact on the audience. Comment on future plans, if any, for the project.

## SECTION 2 - FINANCIAL ACCOUNTING

- 1) Total project expenses list (\$2,000 - paint, \$100 - brushes, etc.)
- 2) The amount awarded by the La Crosse Arts Board
- 3) Other funding sources
- 4) In-kind Contributions. List goods and services, if any, which were donated to the project, with amounts based on their fair market value. (Ex. \$1,200 - lift rental).
- 5) List all monies received for the project from admission fees, gifts, grants, or sales.

## SECTION 3 - FINAL DOCUMENTATION OF COMPLETED PROJECT

- 1) Submit 2-3 high-quality JPG photos of the completed project.
- 2) Title each file with the year, project name, (if relevant) the pictured artist, and the photo credit. Example: 2023\_HelpingHands\_JaneDoe\_CreditJohnDoe.jpg

