

Mississippi Arts Commission

Building Fund for the Arts – Final Report Instructions

Please read before completing the report

Your organization may request its final payment (25% of total grant) of the BFA grant once you have completed the project as described in your grant proposal (or revised project request, if significant changes were made). This includes completion of work by all contractors and payment of their invoices.

Before you begin filling out this form, please gather and organize the following required paperwork:

- Bank statements (or if a county or municipal agency, internal budget documents) that show the deposit of any **additional** income for the project beyond what was reported in your Request for First Payment*.
- Copies of the invoices from contractors and for other expenses related to your project. You do not have to submit copies of invoices that were submitted with your Request for First Payment*.
- Copies of cancelled checks, showing proof of payment of the invoices
- Copies of news clippings or other items of publicity that your project has received since your Request for First Payment

If you have questions about how to complete or organize your report, please contact BFA Project Manager Larry Morrissey at (601) 359-6036 or morrissey@arts.state.ms.us before submitting your report. Incomplete reports will need to be corrected before they are submitted for payment, resulting in delays in your organization receiving your payment.

* If your organization has not yet submitted a Request for First Payment, but you have completed your project, please submit all of the information documenting your project match and all of the invoices from contractors with your Final Report.

Building Fund for the Arts: Final Report

1. Organization Name: _____ 2. Grant No: _____
3. Mailing Address: _____ 4. City: _____
5. Zip: _____ 6. Project Director: _____
7. Project Director's phone: _____ 8. e-mail: _____
9. Amount of your organization's BFA grant: _____
10. Final Payment Request*: _____
11. Total Project Cost: _____

**Your organization must have paid for a minimum of 60% of the total project cost through funds outside of your BFA grant in order to receive your entire final payment.*

12. Have you made any significant changes in your organization's project since your Request for First Payment? Yes No
13. If you made significant changes, did you submit a grant change form and get approval from MAC before you made the changes? Yes No
14. Have you informed your local legislators about your BFA grant? Yes No
15. How has your organization publicized your grant?

MAC Use Only:

- Approved _____ - Director of Grants _____ Date
 Approved _____ - Deputy Director _____ Date

Final Report Narrative

Address the following areas in a narrative attachment (2-3 pages in length). The document should be formatted using a minimum 12 point font size and one-inch margins on all sides of the page. Please include line breaks between paragraphs in order to increase readability.

A. Project Overview and Timeline

- Provide an overview of the main elements that were completed through your project. Were any changes made from what was originally proposed in your grant application? If so, please explain.
- Detail how you have made your facility compliant with the Americans with Disabilities Act (ADA).
- Were their changes made to the original proposed project timeline? If so, please note them and explain the need for the changes.

B. Project Professionals

- Name the architects, contractors, and other professionals who worked on your project. What process did you use to select them for the project? Were there any changes in the contractors from what you originally proposed? Why were the changes necessary?

C. Organizational Capacity

- Who was the primary manager of the project for your organization? Did this person change during the project time period? If so, please explain.
- Who will manage your new or expanded facility? Please note if you have added employees or changes staff job duties in order to manage the facility updated through the project.

D. Project Impact

- How was your programming effected while the project was taking place (for example, parts of your building may be inaccessible during the renovation)?
- Describe how your completed project will improve the quality or the frequency of your organization's programming. Note any new programming that has already taken place.
- If the project created new or expanded facilities for your organization, describe how you will cover the increase in operating expenses.

Final Project Budget:

Complete the budget tables below, listing the **total** expenses and income for your completed project. Create an itemization of these expenses and income on an attached sheet. See the sample itemization on the following page for an example of how to organize your itemization.

Following your itemization, attach copies of the following that have occurred **since your organization submitted your Request for First Payment** (you do not have to submit copies of invoices or account information that was previously submitted):

- Invoices for completed work or receipts for expenses related to the project (only expenses made after the grant contract was signed are eligible)
- Account information that demonstrate payment of the project expenses (cancelled checks or other information provided by your bank)
- Account information showing proof of the matching funds that were raised for the project

Project Expenses	Cash Match	MAC Grant	Total
1. Architect/Engineer			
2. Contractors			
3. Equipment			
4. Building Supplies (if separate from contractors)			
5. Furniture			
6. Technology			
7. Other Expenses (please specify):			
8. Total Project Expenses			

Project Income	
1. Corporate support:	
2. Foundation support:	
3. Individual contributions:	
4. Government support:	
Federal	
Regional	
County	
Municipal	
5. Grantee cash:	
6. MAC grant funds received:	
7. MAC grant funds owed:	
8. Total Project Income	

*** SAMPLE BUDGET ITEMIZATION ***

Following is a sample itemization for you to use as a guide. Do not include it with your report

**“Save the Rex Theatre” Building Fund for the Arts Project
Final Budget Itemization**

EXPENSES:

Architect

HMS Architects – 40 hrs of planning work @ \$150/hour \$6,000

Contractors

Barry’s Demolition - removed old façade \$5,000

Seitz General Contractors \$77,000

Constructed new façade
Stabilized balcony
Replaced main floor
Added new steps for stage

Tapper Concrete
Replace front sidewalk \$8,500

The Paint Experts
Painted lobby and dressing rooms \$3,850

Equipment

Replacement ropes and sandbags for stage \$800

Furniture

New seating for main floor – 250 seats @ \$300/ seat \$61,500

Technology

Replacement speakers for sound system \$2,000

Misc Expenses

New shrubbery for exterior \$350

TOTAL EXPENSES \$165,000

INCOME:

Annual Fundraiser (2007 & 2008) \$35,000

RGN Foundation \$10,000

Mr. & Mrs. John Hennan \$10,000

Rockville County \$20,000

MAC Grant \$90,000

TOTAL INCOME \$165,000

CHECKLIST

Before you submit this report, make sure that you have completed or attached the following:

- Building Fund for the Arts Final Report Form
- Final Report Narrative
- Budget Itemization
- Copies of invoices and other documents showing proof of expenses, along with bank documents showing proof of payment
- If applicable, copies of bank documents showing proof of any additional matching funds that have been raised for the project (beyond the required match)
- Copies of any news clippings or other items that have publicized your project
- CD-R disc with digital images of the completed facility or building
- Original signatures from the Authorizing Official and Project Director (below)

CERTIFICATION

The Authorizing Official and Project Director hereby certify that the information contained in this report, including all attachments, is true and correct to the best of our knowledge.

Authorizing Official Signature* _____ **Date** _____

Name: _____

Project Director Signature _____ **Date** _____

Name: _____

**The Authorizing Official should be the same official who signed your grant application and grant contract. If there has been a change, please document it on a MAC Grant Change Form and submit with the report.*

Submit this form and the required attachments to:

Mississippi Arts Commission
501 North West Street, Suite 1101A
Woolfolk Building
Jackson, MS 39201

