



MIAMI BEACH

Final Report Form for Fiscal Year 2015/2016

Cultural Grants Programs *(Not for use with Cultural Tourism or Cultural Anchors Grants)*

Final reports must be filed no later than 45 days after the project end date or November 15, 2016, for projects ending on September 30th, for the applicant to receive the second half of the grant award. Additionally, once the final report has been reviewed, grant recipients must submit any additional required documentation by the deadline provided or the grant recipient will be non-compliant and ineligible to receive remaining grant funds, and ineligible to receive next year's grant funds if awarded.

1. Contact Information

Organization Name:		
Organization Address:		
Project Title:		
City:	State:	Zip:
Grant Contact Name:		
Executive Director:		
Phone:	Other Phone:	Fax:
Website:	Contact Email Address:	
FEI #: -	Executive Director Email Address:	

2. Grant Project Information

Title:

Dates of Performances/Events:

Number of Performers/Artists:

Ticket Prices for Each Performance/Event:

3. Grant Project Detail – Please summarize your project in detail including **dates, venues, names of all artists and attendance numbers.**

4. Grant Project Changes - Please list specific changes, if any, to your grant project as originally detailed in your City of Miami Beach grant contract.

5. Project Evaluation – Please evaluate the success of your project. Identify your evaluation methods and attach an example of your evaluation tool(s).

6. Total Project Budget - Final

Round off all numbers to the nearest dollar.

EXPENSES

CASH IN-KIND

Personnel - artistic	_____	_____
Personnel - technical	_____	_____
Personnel - administration	_____	_____
Outside artistic fees/services	_____	_____
Outside other fees/services	_____	_____
Marketing/Publicity	_____	_____
Space rental	_____	_____
Utilities	_____	_____
Equipment rental	_____	_____
Office supplies	_____	_____
Insurance/Security	_____	_____

Other Costs: (Itemize below)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total cash expenses _____

Total in-kind expenses _____

Total project expenses _____

CASH & IN-KIND

REVENUES

CASH IN-KIND

Admissions	_____	_____
Contracted services	_____	_____
Tuitions	_____	_____
Corporate support	_____	_____
Foundation support	_____	_____
Individual support	_____	_____
Government grants	_____	_____
Federal	_____	_____
State	_____	_____

Other Contributions: (Itemize below)

_____	_____	_____
_____	_____	_____
_____	_____	_____

City of Miami Beach Grant Award: _____

Total cash revenues _____

Total in-kind revenues _____

Total project revenues _____

CASH & IN-KIND

7. Grant Award Budget - Final

Specifically identify and itemize all expenses paid for with your City of Miami Beach grant funds. Grant funds may only be spent within grant award budget categories outlined in original grant contract. Line item changes to said Grant Budget shall not exceed ten percent (10%) per category, so long as said expenditures do not exceed the total amount of Grant funds

Grant Expenses

Personnel – artistic	_____	Equipment Rental	_____
Personnel – technical	_____	Space rental (Performance Related Only)	_____
Outside artistic fees	_____		
Marketing/Publicity	_____	Total Other Costs (itemize Below)	_____
Printing	_____		
Postage	_____		
		<i>Description</i>	<i>Amount</i>
		_____	_____
		_____	_____
		_____	_____
		TOTAL (must equal grant award):	_____

Grant Requirements

- Grant funds must be spent within budget categories agreed upon in grant contract.
- Payments received and made in conjunction with this Grant, including, vouchers, bills, invoices, receipts and canceled checks, shall be dated within the fiscal year for which they are approved.
- All publications associated with City of Miami Beach cultural grant support must include the City of Miami Beach logo and the following byline: "City of Miami Beach, Cultural Affairs Program, Cultural Arts Council."

Required supporting materials

- Copies of all receipts, invoices and expenditures of grant monies. **CATEGORIZE ALL RECEIPTS, INVOICES AND CANCELLED CHECKS (front and back copies), ETC. ACCORDING TO THE GRANT BUDGET (i.e. - all artists payments, separate from advertising payments)**
- Proof of logo and credit line in project publications and advertisements
- Proof of performance(s), such as programs, brochures and flyers.

Grant Use Restrictions (grant funds may not be used towards)

- Projects that are primarily recreational, political, therapeutic, vocational, rehabilitative or intended solely for practitioners of a specific religion.
- Remuneration of City of Miami Beach employees for any services rendered as part of a project receiving a grant from Cultural Affairs grants programs
- Administrative salaries or fees
- "Bricks and mortar" or permanent equipment; unless the purchase price is less than the cost of rental.
- City of Miami Beach services (permit fees, off duty police, insurance, etc.)
- Debt reduction
- Indirect or general operating costs related to the operation of the organization
- Travel or transportation
- Social/Fundraising events, beauty pageants or sporting events
- Hospitality costs including decorations or affiliate personnel with the exception of artists
- Cash prizes
- Lobbying or propaganda materials
- Charitable contributions
- Events not open to the public; unless the event serves to specifically benefit City of Miami Beach government
- Insurance Fees

8. Signature and Certification Page

I, _____, do hereby certify that the information contained in this final report including budget and grant award expenditures, cancelled check copies, invoices, receipts, program materials, marketing and advertising demonstrating use of logo and tag line is accurate and true, to the best of my knowledge.

Name (Please Print) _____

Signature _____ Date _____

Title _____

Subscribed and Sworn to (or affirmed) before me on _____
(Date)

by _____. He/She personally known to me or has presented _____ as identification.
(Form of Identification)

(Signature of Notary)

(Serial Number)

(State)

Notary Seal/Stamp:

Note: Please remember that all required supporting materials noted on page 4 must be attached behind this page.