

# 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](mailto: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

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

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

**\* 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**