



**Region 2 Arts Council**  
 426 Bemidji Avenue NE  
 Bemidji, MN 56601  
 (218) 751-5447 or (800) 275-5447  
 http://r2arts.org

**Arts and Cultural Heritage Fund  
 ACH Final Report Form**

**Name**  
**Grant Number**  
**Date Received** \_\_\_\_\_

This form must be completed and returned within 45 days of completion of the proposal. This form is also available as a Word document if you contact the Region 2 office. Please note that the Region 2 Arts Council reviews these reports. The quality and completeness of the final report reflects upon your organization or you as an individual artist. An incomplete final report will prevent future grant applications from being considered for funding.

**1. Grant Recipient**

Name of Person Completing Form \_\_\_\_\_  
 Organization Name (if applicable) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

**2. Proposal Description:** Briefly describe how your organization, or you as an individual artist used the Arts and Cultural Heritage funding and explain how the proposal may have differed from the original description. If your project included a performance indicate the audience attendance below.

Number of artists served \_\_\_\_\_ Number of people served \_\_\_\_\_ Number of performances/events \_\_\_\_\_

**3. Describe promotional efforts for this Arts and Cultural Heritage (ACH) activity.** Attach schedule of activities; reports and publications; photos, copies of printed publicity, programs, newspaper clippings. Note: These attachments are necessary to document that the project was completed as stated in your application. A requirement of the grant contract is to show that the "credit line" for R2AC and the Minnesota State Legislature were used in publicity.

**4. Description of equipment purchased.** Attach receipt for equipment purchased. NA \_\_\_\_\_

Description of equipment: Serial # \_\_\_\_\_ Model # \_\_\_\_\_

Where will the equipment be stored? \_\_\_\_\_

## 5. Outcome Evaluation Plan (Narrative)

A. Refer to the **Outcome Evaluation Plan you provided with your grant proposal** and answer the following questions:

1. Did you meet all the goals of the proposal? (Yes/No) Explain.
2. Did the target populations of your proposal attend/participate? (Yes/No) Explain.
3. How specifically were they affected by the proposal? How do you know they were affected?
4. Did you follow the Outcome Evaluation Plan in your grant proposal? (Yes/No)  
If "Yes", please provide information in **B.** below. (summary or survey results)  
If "No", how did you evaluate your project? Please Explain.
5. How did the larger community benefit?

**B. Attach a summary page of your Outcome Evaluation or Survey Results.** Explain briefly which method you used for evaluation.

### Evaluation Methods for Arts and Cultural Heritage Funds

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|---|--|
| 1. Stories  | 5. Interviews  |
| 2. Video/audio recordings                                 | 6. Behavior change (broaden, deepen, or diversify?)  |
| 3. Surveys (on-line, on-site, mailed)                     | 7. Data collected: Number of people attending increased, the number of events we held increased, revenue increased |
| 4. Focus groups or follow-up meeting of project planners. | 8. Other methods   |

**C. Tell us specifically what you learned from the Evaluation Plan that will assist you in your future planning.**

**6. Budget Summary** - Estimated expenses must correspond to your **original application** form or **revised budget**

	<u><b>Estimated Budget Expenses</b></u> (as listed on your grant application)	<u><b>Actual Expenses</b></u> (Money spent on your project)
Artist fees, Honoraria	\$ _____	\$ _____
Travel Expenses	\$ _____	\$ _____
Publicity expenses	\$ _____	\$ _____
Rental fees	\$ _____	\$ _____
Salary or Consulting Fees	\$ _____	\$ _____
Supplies & materials	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>Total Expenses:</b>	\$ <input style="width: 150px; height: 20px;" type="text"/>	\$ <input style="width: 150px; height: 20px;" type="text"/>

	<u><b>Estimated Income</b></u> (as listed on your grant application)	<u><b>Actual Income</b></u> (cash received and/or used from your own funds)
Cash budgeted from your organization or other sources	_____	_____
Other grants	_____	_____
Earned income	_____	_____
<b>R2AC Grant</b>	_____	_____
<b>Total Income:</b>	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>
<b>Net Income or Loss:</b> (Income minus Expenses)	_____	_____
<b>In-Kind:</b> (Donated time and Materials)	_____	_____

**7. Describe the reasons for any significant variance between the estimated and the actual budget.** If you have a profit, tell us specifically what you would like to do with it. R2AC may or may not allow you to keep the profit. Call if you have questions on how to enter your budget figures.

**8. What were the highlights of your activities?**

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**9. Describe any difficulties.** (For example: scheduling difficulties, unexpected costs, problems in getting people to participate, etc.)

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**10. I sent a Thank You letter or email to our legislators. Attached is a copy. \_\_\_\_\_ YES**

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**11. If you are an individual artist, how has this project impacted your artistic career?**

If you are a **school or community group**, how has this project impacted the people you serve?

**12. Certification.** I/We certify that the information contained in this report is true and correct to the best of my knowledge.

_____	_____	_____
Project Manager/Artist	Title	Date
_____	_____	_____
Authorizing Official / Board President	Title	Date
_____	_____	_____
Fiscal Agent (if applicable)	Title	Date