

Grantee Name: _____

FINAL REPORT
Cultural Equity Initiatives

Please submit by email or postal mail to your program officer at San Francisco Arts Commission, 401 Van Ness Avenue, Suite 325 San Francisco, CA 94102. **Please note that any invoices for remaining grant funds (Appendix D) must be received as a hard copy with original signature.** E-copy ok for other documents.

Checklist of required elements: Please be sure to include all elements in your submitted report. Reports are considered incomplete until all required pieces have been received.

- Final Report Form (this document)
- Grant Plan Progress Report (separate attachment)
- Expense Report (separate attachment)
- Financial Documentation (invoices and proof of payment)
- Project Documentation: Please send at least **one digital image documenting your project** to grants staff. Include any relevant credits. By sending an image, you are granting the Arts Commission permission to use it in future SFAC reporting, archival and promotional information.
- Current Insurance Certificates and/or Insurance Waivers: Remaining funds cannot be disbursed unless we have current General Liability, Workers' Compensation, and Auto insurance certificates and endorsements with the proper information. All certificates must include endorsements naming "The City & County of San Francisco, its officers, agents, and employees" as additional insured and the "San Francisco Arts Commission, Attn: Community Investments, 401 Van Ness Ave, Suite 325, San Francisco, CA 94102" as certificate holder. If you requested a waiver for workers' compensation and auto liability, please contact staff to make sure it is on file.

General liability coverage cannot be waived. However, grantees can meet this requirement through the documentation listed below. **You will need to submit the following as soon as possible and no later than two weeks prior to your public event(s):**

- Special event insurance:** Please provide a copy of your certificate and additional insured endorsement that names "The City & County of San Francisco, its officers, agents, and employees" as additional insured and the "San Francisco Arts Commission, Attn: Community Investments, 401 Van Ness Ave, Suite 325, San Francisco, CA 94102" as certificate holder; **or**
- General Liability Insurance Certificate and Endorsement from Host Venue:** The grantee and event must added by endorsement to the venue's General Liability policy and the certificate of insurance and endorsement must name "The City & County of San Francisco, its officers, agents, and employees" as additional insured and the "San Francisco Arts Commission, Attn: Community Investments, 401 Van Ness Ave, Suite 325, San Francisco, CA 94102" as certificate holder

If your grant project includes service to vulnerable populations (minors and elderly), you must have Abuse & Molestation coverage as part of your General Liability coverage, which can be listed directly on the certificate of insurance. In addition, you must provide proof of this coverage through an attached endorsement that references policy limits for Abuse & Molestation coverage.

If you have a remaining balance on your grant and you are not in default, please include a signed, hard copy of your invoice (Appendix D) to receive a disbursement on your grant:

Appendix D: Signed Invoice (separate attachment)

I. Project Statistics:

Statistics should only include project components funded by the grant project (i.e.-San Francisco-based) unless otherwise noted.

1a) If your project involved significant partnerships and/or collaborations with other organizations or public institutions list them here:

2b) Number of those community partners who are non-arts institutions:

II. Project Narrative:

1. Summarize the outcomes of the project. Highlight significant lessons learned, successes and challenges. (200 words max)

2. How did this initiative increase your organization's ability to foster artistic expression that is deeply rooted in and reflective of historically underserved communities? (250 words max)

3. How did this project go logistically and financially? Was there a need to adjust your budget and work plan; how and why? What lessons did you learn? (250 words max)

4. How has this project impacted the organization's budget and staffing? (300 words max)

5. Refer to the evaluation methods described in your grant application and provide your assessment of the results. Was your organization able to achieve the desired outcomes outlined in your application? (300 words max)

6. What are the foreseeable next steps? (200 words max)

7. Please list press mentions your project received. This may be links to the coverage, scanned e-copies of press clippings in print, or a list of press mentions if physical and web documentation don't exist. (Add rows as needed.)

Press Mention News Outlet	Web Link or E-copy File Name

8. Photo Documentation: Please provide relevant photo credits and captions in the space below. (Add rows as needed.)

Image File Name	Photo Credit	Caption

I certify that, to the best of my knowledge, that the information contained in this final report is true and correct.

Signed: _____ Date: _____