

Grantee Name: \_\_\_\_\_

## FINAL REPORT

### Organization Project Grants

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 events funded by the grant project (i.e.-San Francisco-based) unless otherwise noted.

- 1) Public events funded by the grant, such as performances, workshops, exhibitions, etc. (Add rows as needed. District numbers can be found at: <http://propertymap.sfplanning.org/>).

Venue	Supervisory District	Audience/Participants in Attendance

- 2) Total number of public events:

- 3) Total direct audience reached:            Over/under expectation (circle one)

- 4) If your project involved significant content outside of public events (such as broadly distributed book projects, whole web projects, streaming video that represents a major portion of a performance or program, online exhibitions or publications, broadcasts or other channels of distribution, etc.) what is the total audience reached? This may also include public activities not covered by the grant and/or outside of San Francisco. This does not include general website hits, Facebook or Twitter followers, publicity or press reviews and feature. (Add rows as needed.)

Media or Channel of Distribution	Total Number of Audience Reached
<i>Ex. Online Exhibition</i>	500

- 6a) Total number of artists directly served/participating in the project:

- 6b) Number of those artists paid or receiving honoraria from the project:

- 7a) If your project involved significant partnerships and/or collaborations with additional organizations or public institutions beyond your community and/or arts partner with whom you applied for the grant, list them here:

7b) Number of those community partners who are non-arts institutions:

II. Project Narrative:

1. Summarize the outcomes of the project reflecting on your artistic goals and outreach goals. (200 words max)
2. Refer to the evaluation methods you described in your grant application and provide your assessment of the results. (300 words max)
3. Reflect on the targeted audience you intended to reach and your outreach plan. How successful were you at reaching the outreach goals and how could you improve? (250 words max)
4. What did this project do for your organization? How have you incorporated the lessons learned into your future work (200 words max)
5. 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.)

<b>Press Mention News Outlet</b>	<b>Web link or E-copy File Name</b>

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

<b>Image File Name</b>	<b>Photo Credit</b>	<b>Caption</b>

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_