Final Report - Arts Operating Recovery Subgrant

Each subgrantee must submit a final report providing a detailed description of the arts operating activities funded, participation statistics and demographics, sample marketing and program materials, and an accurately documented fund expenditure budget that aligns with the submitted budget.

Subgrantees must submit the final report within 30 days after the end of the performance period – no later than 11:59 PM on Wednesday, January 31, 2024. The subgrantee is solely responsible for this report’s content and timely submission. If a final report is not filed, the applicant will be ineligible to apply for future funding opportunities.

If the subgrantee has funds not used or used funds for unauthorized/unallowable costs or activities, the subgrantee must return the funds to the City of Dubuque.

Program has not started. You will able to apply on January 1, 2024.

Apply Now

This program contains:

- Forms (5)
- Attachments (1)
- Media (up to 5)

Application Preview

FORMS

Tips: Check your country's laws on data collection.

1. Legal Name of Reporting Organization:

2. Unique Entity Identifier (UEI) Number / SAM Number:

3. Street Address of Reporting Organization:

4. City of Reporting Organization:

5. State of Reporting Organization:
6. Zip of Reporting Organization:

7. Name of Person Completing Report:
   Please provide the first and last name of the person completing this final report.

8. Phone Number of Person Completing Report:
   Please provide the best phone to reach the person completing this report in case questions arise or further information is needed.

9. Email Address of Person Completing Report
   Please provide the best email to reach the person completing this report in case questions arise or further information is needed.

**Narrative - NEA AOR Reporting**

1. Institution Type:
   Select the type of organization awarded support.

2. Artistic Discipline:
   Select the primary artistic discipline of the organization.
   See the NEA discipline descriptions for explanations of disciplines at https://www.arts.gov/grants/grants-for-arts-projects/artistic-disciplines.

3. In what ways did the awarded funds help the organization advance the arts or set an example of artistic excellence in the community in the period of performance?

4. Describe the artistic merit (value and impact) of the current or future work of the organization to the artistic field, artists, audience, community and/or constituency achieved during the period of performance.

5. Describe any successes and/or challenges experienced by the organization and resulting outcomes from activities or community response over the period of performance.

6. Provide an overview of your organization’s DEIA efforts for the period of performance, highlighting specific arts operations strategies to market to and include diverse and underserved audiences.
   The answer should not focus exclusively on giving away tickets or using an ADA-accessible facility. For example, in addition to utilizing a physically accessible venue, how did the organization ensure that people with disabilities can participate in and benefit from your programming? This might include providing ASL interpretation, captions, and/or audio descriptions for events/performances, visual/audio descriptions, or tactile models of artwork.

**Demographics - NEA AOR Reporting**

1. Did the organization serve populations that are underserved such as those whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability?

2. Total number of Artists/Creatives actively participating in the creation of arts activities during the period of performance:
3. Provide a brief overview of demographic characteristics of the Artists/Creatives directly participating in the creation of arts activities during period of performance. The overview should include disaggregated data (gender, age, race, socioeconomic status, etc) whenever possible.

4. Individuals Compensated: Artists/Creatives
   The number of artists/creatives who were paid, in whole or in part, with funds.

5. Individuals Compensated: Others
   The number of non-artists (includes employees, temporary staff, and contractors who did not work as artists on activities supported by this subaward) who were paid, in whole or in part, with funds.

6. Individuals Hired: Artists/Creatives
   The # of artists/creatives hired by your organization as employees (i.e., receive a W-2) as a result of this subaward.

7. Individuals Hired: Others
   The # of non-artists (includes employees and temporary staff who did not work as artists on activities supported by this subaward) hired by your organization as employees (i.e., receive a W-2) as a result of this subaward.

8. Total number of Audience Members served via the organization’s arts activities during period of performance:

9. Provide a brief overview of demographic characteristics of Audience Members reached through arts activities during period of performance regarding gender, age, race, socioeconomic status, etc.
   The overview should include disaggregated data (gender, age, race, socioeconomic status, etc) whenever possible.

10. Adults Engaged "In-Person":
    The number of adults directly engaged in in-person arts activities during the period of performance.

11. Children/Youth Engaged "In-Person":
    The number of children 0-17 years old directly engaged in in-person arts activities during the period of performance.

12. Individuals Engaged Virtually:
    Estimate number of unique visitors who accessed programming through online or mobile components during the period of performance; do not include counts of website visitors for unrelated content.

Finances - NEA AOR Reporting

1. Total National Endowment for the Arts ARPA subgrant amount received:
   Full award amount unless otherwise specified in the award notification and agreement.

2. Total City ARPA subgrant amount received:
   Amount of awarded City ARPA funds, as disclosed in the award notification and agreement, if applicable.
3. Total arts operating expenses for the period of performance:

4. Total arts operating budget (total expenses) from the most recent completed fiscal year in dollars:

5. Upload a PDF of the completed Arts Operations Recovery Expense Reporting Form:
   Download the form at [https://www.cityofdubuque.org/DocumentCenter/View/53710/COD NEA Arts Operating Recovery Expense Form](https://www.cityofdubuque.org/DocumentCenter/View/53710/COD NEA Arts Operating Recovery Expense Form)
   Complete the form with itemized eligible expenses covered by the Arts Operating Recovery subgrant. Include a brief description of each expense, actual expense, and the amount the National Endowment for the Arts (NEA) ARPA funding applied to that expense.
   If awarded City ARPA funds, in combination with NEA ARPA funds, provide the amount applied to that expense. ONLY Salary Support, Fees/Stipends for Artists and/or Contractual Personnel, and Marketing and Promotional categories are allowed for City ARPA funds.
   ALLOWABLE COSTS LISTED must align with the request form submitted with the application unless the reallocation of expenses were approved by staff at the City of Dubuque's Office of Arts and Cultural Affairs.
   Label the attachment so that it identifies the organization appropriately: Name of Organization_Document Content (i.e. City_Arts Operations Recovery Expense Report).

### Reporting Assurances - NEA AOR

1. By checking the "I agree" box below, I certify that the information contained in this report including all responses, financial reporting, attachments, and all other support material(s) are true and accurate to the best of my knowledge.

2. By checking the "I agree" box below, I certify that to the best of my knowledge the organization is in compliance with Federal Policies as applicable for federal funds released through the National Endowment for the Arts American Rescue Plan Act.

3. Signature of person submitting and certifying this final report.
   Entering your name here is considered an electronic signature.

### ATTACHMENTS

Uploads should be named to identify the applicant and upload content appropriately. Name of Organization_Document Content (i.e. City_Acknowledgment Sample).

1. Funding Acknowledgement Sample(s)
   Upload a PDF demonstrating how the City of Dubuque and the NEA were recognized as funders of the organization's arts operating activities. Provide an example of funding recognition, which may include logos or credit lines in press releases, direct mail pieces, email newsletters, etc.
PORTFOLIO

Upload 3-5 high-quality images, videos, or audio files that showcase the activities supported by the Arts Operations Recovery subgrant. As items may be used by the City for promotional purposes, it is understood that appropriate releases have been secured in providing these items, and the copyright is waived. If credit is required for any of the uploaded items, please provide that in the media description.

Ensure that appropriate viewing permissions are given.

Several options can be found online if you need to reduce your file size.

Provide 3-5 items. Images (up to 5MB each), Video (up to 250MB each), Audio (up to 30MB each) and PDFs (up to 10MB each). You may also link to media from YouTube, Vimeo and SoundCloud.

Apply Now