Final Report - Creative Empowerment Subgrant (Round 1 and Round 2)

Each subgrantee is required to submit a final report providing a detailed description of the funded activities, 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 Tuesday, April 30, 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.

This program contains

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

Application Preview

FORMS

1. Name of Person/Creative completing the report:
   Please provide the first and last name of the person completing this final report.

2. Street address of the reporting Person/Creative:

3. City of the reporting Person/Creative:

4. State of the reporting Person/Creative:

5. Zip of the reporting Person/Creative:

6. Phone number of the reporting Person/Creative:
   Please provide the best phone to reach the person completing this report in case questions arise or further information is needed.

7. Email address of the reporting Person/Creative:
Narrative - NEA Creative Empowerment 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. **Project Title:**

4. **Were any adjustments made to the original proposal over the course of the funding period?**

5. **In what ways did the awarded funds help you achieve a particular goal that advanced your creative practice or career?**

6. **Describe the artistic merit (public value and impact) achieved during the period of performance and how the outcomes were evaluated and measured.**
   Share how the community was engaged in the project, how this engagement was identified, and the community's response to your project.

7. **Share anecdotes or a specific story that may be quoted to demonstrate the value of funding for creatives and the communities in which they work.**

8. **Describe any successes and/or challenges experienced by you in executing the project over the period of performance.**
   Include any supports that contributed to successes and/or barriers that proved challenging to the ability to realize the project.

9. **Provide an overview of the Diversity, Equity, Inclusion, and Accessibility efforts you integrating into your project during the period of performance, highlighting specific physical and project delivery accessibility strategies?**
   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 you ensure that people with disabilities can participate in and benefit from your project? This might include providing ASL interpretation, captions, and/or audio descriptions for events/performances, visual/audio descriptions, or tactile models of artwork.

Demographics - NEA Creative Empowerment Reporting

1. **Did the project 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 project during the period of performance:**

3. **Provide a brief overview of demographic characteristics of the Artists/Creatives directly participating in the project 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) who were paid, in whole or in part, with funds.
The number of artists/creatives hired by you as employees (i.e., receive a W-2) as a result of this subaward.

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

8. Total number of Audience Members served via the project during period of performance:

9. Provide a brief overview of demographic characteristics of Audience Members reached through the project 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 as a result of your project during the period of performance.

11. Children/Youth Engaged "In-Person";
The number of children 0-17 years old directly engaged in in-person as a result of your project during the period of performance.

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

Finances - NEA Creative Empowerment Reporting

1. Total award amount:
The full award amount of award received.

2. Total award spent:
Enter the total numeric dollar amount of the award spent on eligible expenses that were incurred within the eligible funding period.

3. Final project cost:
   This is the sum of the award spent plus any other cash expenses and in-kind contributions required to complete the project. Enter total numeric dollar amount. Round to the nearest dollar.

4. Use of funds: Upload a completed Creative Empowerment Expense Form.
   Complete the form with the actual itemized eligible expenses the Creative Empowerment subgrant funds covered. Include a brief description of each expense, quantity, rate/unit price, total actual expense, and the amount of funding applied toward that expense. Round to the nearest dollar.
   Download the form at https://www.cityofdubuque.org/DocumentCenter/View/53978/Creative-Empowerment-Expense-Form
   ALLOWABLE COSTS LISTED must align with the request form submitted with the application unless the reallocation of expenses was 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 Creative Document Content (i.e. Sue Stone_Creative Empowerment Expense Form).

Reporting Assurances - NEA Creative Empowerment
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/Creative 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 Creative_Document Content (i.e. City_Acknowlegment Sample).

1. Funding Acknowledgement Sample(s).
   Upload at least one PDF demonstrating how the City of Dubuque and the National Endowment for the Arts were recognized as funders of the organization's arts operating activities. Examples of funding recognition 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 project and related activities supported by the Creative Empowerment 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), PDFs (up to 10MB each) and Models (Sketchfab). You may also link to media from YouTube, Vimeo and SoundCloud.

Apply Now